

	<p><b>The Duston School</b></p> <p><b>Policy</b></p>	
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<b>Policy Title</b>	Sixth Form Bursary Policy	<b>Version No</b>	1
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<p><b>Rationale</b></p>	<p><b>Purpose</b>                  The Bursary scheme is designed to provide financial support to young people who need some assistance to help them in Post 16 education.                  Those most in need will be eligible for an award of £1200. This includes young people in care, care leavers, young people receiving income support and disabled young people receiving income support and disabled people receiving both ESA (Employment Support Allowance) and DLA (Disability Living Allowance).                  Other students facing financial difficulties may also be able to claim a bursary to help with the cost of course-related costs.</p>
<p><b>Policy Statement</b></p>	<p><b>Eligibility</b>                  Students in the following three groups will be eligible for support provided they meet the general conditions set out by the government.<sup>1</sup></p> <p><b>Guaranteed Bursary applies to:</b></p> <p>a) Students who are identified by the government as ‘most vulnerable’. These students will automatically be entitled to a bursary of £1,200 in three termly instalments. Students in this group are-</p> <ul style="list-style-type: none"> <li>i. Young people who are looked after by the local authority.</li> <li>ii. Care leavers.</li> <li>iii. Those in receipt of income support (in their own right).</li> <li>iv. Disabled young people in receipt of both Employment Support Allowance and Disability Living Allowance.</li> </ul> <p><b>Discretionary Bursary may apply to:</b></p> <p>b) Students who are eligible for free school meals. You are eligible if your parents are claiming one of these benefits.</p> <ul style="list-style-type: none"> <li>i. Income Support.</li> <li>ii. Child tax credit, provided they are not entitled to working tax credit</li> <li>iii. Income based job seekers allowance.</li> <li>iv. Employment Support Allowance (Income Related).</li> <li>v. Guaranteed Element of State Pension Credit.</li> <li>vi. Support under Part IV of the Immigration and Assylum Act 1999.</li> </ul> <p>c) Students who come from families in the lower 40% of UK household incomes.<sup>2</sup></p> <p>d) Once the needs of the above students have been met we will assist other students where funds allow.</p> <ul style="list-style-type: none"> <li>i. Students with an annual family income of less than £20,817 in the last tax year (including benefits). This must be established through current Working Tax Credit / Child Tax Credit Documentation.</li> <li>ii. Students who can demonstrate through Working Tax Credit / Family Tax Credit that their award has been changed to reflect a change in circumstances so that their annual family income including benefits is now below statutory requirements.</li> </ul>

1

<http://webarchive.nationalarchives.gov.uk/20130401151715/https://www.education.gov.uk/publications/standard/publicationDetail/page1/EFA-00062-2012#downloadableparts> ref: EFA-0044-2-13

<sup>2</sup> <http://www.statistics.gov.uk/cc/nugget.asp?id=334>  
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The Duston School will make every effort to ensure that all those students eligible for bursaries receive such support.

*Students eligible to receive a bursary must be over 16 on 1<sup>st</sup> September under 19 years of age on 31<sup>st</sup> August of the academic year in which they start their programme of study.*

*Students previously in receipt of EMA, proceeding to year 13 may also be entitled to additional support.*

### **Need**

The level of bursary support provided will then be dependent on the costs students can demonstrate they incur through entering Post 16. Documentary evidence of these costs must be provided unless the cost is a charge made by the school. Examples of costs would include (but are not limited to)-

- Travel to and from school (if not already in receipt of travel subsidy) or to a partner educational organisation delivering part of a Post 16 Programme of Study.
- Personal Protective Clothing or necessary clothing required for a course.
- Books, materials and equipment needed for a particular course (such as for art or other practical subject).
- The cost of educational visits related to courses.

### **Administration of the Bursary Scheme**

- Staff and students will be informed about the Bursary Scheme and how they apply. Applications will be completed either at a one:one interview or given to individuals.
- Application forms must be completed for all awards made from the Bursary Fund.
- Up to date, valid supporting evidence must be produced at the time of the application. Staff administering the fund will verify this information on the application form.
- For guaranteed bursaries, awards will be paid termly dependent upon satisfying Post 16 criteria.
- Applicants will be informed of decisions.
- All payments will be made by BACS directly into the personal account of the student.
- If a person leaves their course or their attendance drops below 90% they may be required to repay monies to the school or return the equipment supplied/bought through the fund. Where payment is being made through instalments, further payments may be withheld.
- Equipment may be ordered from a third party and students receive an "in kind" award.

In exceptional cases where students wish to use their bursary for a one off purchase (for example a piece of personal protective equipment) they can request to receive a single payment at the start of the year. The decision on this will be at the discretion of the Director of Post 16 and Post 16 Professional Tutor acting jointly. Students awarded equipment/clothing will be requested to return items at the end of the course so that they can be used to benefit other students.

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	<p><b>Allocation</b></p> <ul style="list-style-type: none"> <li>• To avoid multiple applications, payments can be considered for the whole year with an amount allocated to each term.</li> <li>• Recipients of Bursary Funds will have their attendance checked at regular intervals. Where attendance falls below 90% awards will be reviewed.</li> <li>• In all cases the application will be judged on its individual needs as outlined in the EFA (Education Funding Agency) guidelines. The amount awarded will be specific to each application.</li> </ul> <p><b>Method of Payment</b></p> <p>Payments will usually be made directly to the student or where it is requested by the student. Payments will be made by the end of October and then in the third week of the spring and summer terms. However where it would be possible to achieve better value for money or reduce administration costs through bulk purchase, the school reserves the right to provide items identified in the statement of need in kind.</p> <p><b>Decisions</b></p> <p>Decisions about acceptability of evidence for eligibility and assessment of need will rest with the Director of Post 16 and Post 16 Professional Tutor acting jointly. Appeal from any decision would lie to a panel of a Principal and a governor. Appeals must be made in writing within five working days of decisions being issued.</p> <p><b>Fraud</b></p> <p>Fraudulent claims for bursary allocations will be referred to the police. Students found to make fraudulent claims will be required to refund all payments received and will receive either a fixed term or permanent exclusion from The Duston School.</p>
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<b>Links to other policies</b>			
<b>Staff responsible</b>	NWE		
<b>Date approved by GB:</b>	17/03/16	<b>Review Date</b>	March 2017

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