



Twyford
C of E
Academies Trust

Document Title	16-19 Bursary Policy
Committee Responsible for Policy	Resources Committee
Review Frequency	Every three years
Last Reviewed	January 2016
Next Review Due	January 2019
Policy Author	Director of Finance & Operations/ Deputy Head of 6th Form

Assessment of the Impact of a Policy on Equality & Diversity

Policy: 16-19 Bursary Policy	
Impact assessed by: R Lane	Date: 6/1/2016
1. What is the potential for this policy impacting a person or group with a protected characteristic differently (favourably or unfavourably) from everyone else?	
The criteria for providing bursary support may not treat different groups equally.	
2. How would this be evidenced?	
By monitoring uptake of support by protected groups. Seek feedback from user groups (such as SEN students).	
3. Is there evidence that the operation of the current policy might impact a person or group with a protected characteristic differently from everyone else?	
No.	
4. If the answer to 3 is 'Yes', please provide details and evidence.	
5. How might the new policy change this?	
6. Are there any other changes to the policy which might impact a group with a protected characteristic differently from everyone else?	
No.	
7. If the answer to 6 is 'Yes', please provide details and evidence.	
8. Policies are required to reduce or eliminate inequality and disadvantage and promote diversity. Does this assessment indicate that the Policy passes or fails this test?	
PASS	

16-19 Bursary Policy

1. Introduction

This fund is made available from the government through its funding body – Young Peoples Learning Agency (YPLA) for 16-18 year olds – to provide assistance to students whose access to, or completion of, education is inhibited by financial constraints or barriers. Funding is limited and the actual level of individual support outside of the Group A Bursaries is dependent upon and can only be known on receipt of the total number of applications.

2. Eligibility

Financial support from the Twyford Bursary Scheme will be available to students aged under 19 on 31st August in the academic year in which they start their programme of study. The following groups of young people are eligible to apply and there are 3 separate bursaries that students could qualify for:

Group A: Vulnerable young students – Guaranteed Bursary

Group B: Students who are eligible for Free School Meals

Group C: Students facing Financial Hardship – based on receipted expenditure.

A: £1200 Annual Bursary for Vulnerable young students

Students who are identified by the government as `most vulnerable` will be eligible for a bursary of up to £1200. Those are:

- a. Young people in care.
- b. Care leavers.
- c. Young people in receipt of Income Support in their own right.
- d. Disabled young people in receipt of Employment Support Allowance who are also in receipt of Disability Living Allowance/Personal Independence Payment.

For students applying under the criteria for Group A initial assessment is by self-declaration.

For students in care or care leavers this must be supported by written evidence from their Local Authority Social Services Department.

Students receiving Income Support, Employment Support Allowance or Disability Living Allowance should provide their entitlement letter from the Department for Work and Pensions. Letters confirming status or entitlement should be dated on or after 1 August in the year of application.

B: £400 Annual Bursary plus Study Money support.

These students will be eligible to receive a Group B Bursary of up to £400 plus additional Study Money support for course related based on receipted expenditure.

Students are eligible for support under Group B if they are not eligible under Group A but are registered with the Local Authority as being eligible for free school meals. Pupils are eligible for free school meals if their parent/carer receives:

- Income Support.
- Employment and Support Allowance (income related).
- Child Tax Credit provided they are not entitled to Working Tax Credit and have an annual income (as assessed by HM Revenue and Customs) that does not exceed £16,190.
- Job Seekers Allowance (income based)
- If their parent or carer is assisted by the National Asylum Support Service (NASS).

Parents and carers who receive Job Seekers Allowance or Employment and Support Allowance which is contribution based, or Working Tax Credit or other benefits are not eligible for free school meals.

For students applying under the criteria for Group B initial assessment is by self-declaration. This should be supported by Local Authority letter confirming receipt of Free School Meals.

C: Study Money support – Learners facing Financial Hardship.

Students facing financial hardship and whose household income is below £20, 817 but are not eligible for a guaranteed bursary or, exceptionally, other students facing financial hardship are invited to apply to be eligible for assistance with course related costs. This will be based on agreed receipted expenditure and may be met in part or in full, dependent on the number of applicants and level of discretionary funding available.

Appropriate evidence confirming eligibility will be required from all adults in the young person's household who contribute to household costs:

Acceptable forms of evidence are:

Evidence of benefits received:

- Income Support or Income-based Employment and Support Allowance – most recent benefit letter from HM Revenue & Customs detailing the amount of benefit received.
- Tax credits – Tax Credit Award notification from HM Revenue & Customs for the Tax Year Apr 6th 2014 – Apr 5th 2015 detailing the household income and your Tax Credit entitlement.

Or evidence of employment

- Salaries and wages – P60, month 12 or week 53 payslip; and P9d or P11d if you have received benefits or payments in kind; and P45 if you had more than one employer in the tax year 2014-15
- Self-Employment Income – your SA302 form; or Tax Credit award notification for the correct tax year.

Declaration of income from other sources such as interest, income from property rental, shares and investments

3. Assessment

A new application must be submitted for each year in which a bursary is claimed.

All applications are by self-declaration. Application forms and all supporting documents as outlined above should be submitted to the Sixth Form Administrator by 30th September for students eligible

at the start of term. Late application may be made upon a change of circumstance though with the exception of a Group A award there is no guarantee that support will be available.

Decisions concerning discretionary support are made by the Deputy Head of 6th Form. Procedures in respect of appeals are set out in Section 7 of this document.

4. Payment

Students must have their own bank/Post Office account as funds are paid direct to them and will not be sent to a third party.

Payment of the Annual Bursaries money will be made at the end of each half term direct to student accounts by BACS. This will also apply to Study Money applications with the exception of curriculum trips will be paid direct to the relevant school account.

Payment or part payment of the Bursary will only be made where a student has fulfilled all criteria as defined in the Student Contract. This contract relates to attendance, punctuality, meeting course requirements, target grades and behaviour. For Group B and C study support funding, the school may alter the entitlement and total bursary payable in-year due to changes in funding or numbers eligible.

Entitlement to a bursary will end should a student cease to be in learning at this institution. All bursary payments will be required to be repaid should a student cease learning before 31 October in the year of application. Ownership of any course materials purchased will revert to the Twyford Trust.

Students who start a course late or finish early will be entitled to payment on a pro rata basis. Students must notify the school immediately of any change of circumstances that may affect their entitlement. Any overpayment due to incorrect or changed circumstances or for any other reason must be repaid immediately.

No payment will be made where a student is in debt to the school.

5. Ownership

All books and equipment purchased with Group B and C Study Support money remain the property of Twyford Trust and as such must be returned at the end of the course to be reused by other eligible students.

6. Study Money

Where the school have acknowledged an individual in Group B or C is eligible to receive support for course related costs from Study Money, based upon receipted expenditure then the following procedures **must** be adhered to.

- A) Each learner will receive an initial standard payment to meet start-up costs related to beginning their sixth form education. Following purchase valid receipts clearly showing the date, item purchased and cost should be returned to the desk in the Sixth Form Study Centre (SFSC). Failure to account for this expenditure will inhibit access to further support.

B) Where further funds are available learners must :

Before purchase:

Collect an authorisation slip from the Sixth Form Study Centre (SFSC).

Complete with the details of intended purchase and get slip signed by the subject teacher as being relevant to the course.

Return slip to the SFSC for final authorisation. In normal circumstances this will take up to two working days.

Collect the slip and purchase the goods.

In order to claim payment the authorisation slip and the valid receipt clearly showing the date, item purchased and cost should be returned to the SFSC.

Costs will be reimbursed in the week before each half term.

As funding is limited and course costs vary, individual learners are subject to a variable maximum level of support. Where total claims are greater than funding available a percentage rate will be applied. Commitments to students in Group B will take precedence over those in Group C.

7. Appeals

Appeals will only be considered from the person in receipt of the Bursary Award.

Decisions relating to the initial application and on-going payments will be made by the Deputy Head of Sixth Form and any queries should be directed to him in the first instance.

Any appeal against a decision of the Deputy Head of Sixth Form should be made to the Head of Sixth Form.

Any further appeal against a decision of the Head of Sixth Form should be directed to the Head Teacher who will convene an appeal panel of three persons to include the Bursar, a member of the Senior Leadership Team other than the Head of Sixth Form, and a School Governor. The panel shall meet and communicate its decision to the complainant within twenty one days of receipt of the complaint.

8. Fraud

All applicants to the Bursary Scheme must sign a declaration that the information supplied to the school, government agency or Local Authority is true and that all parties will be notified immediately of changes of circumstance. Any false declaration and/or evidence will be treated as Fraud. Action will be taken to recover all monies paid and notify the relevant authorities.

9. Administration

In accordance with government guidelines, 5% of the government funding grant for 16-19 bursaries will be retained by the school to cover administration costs.