



16-19 Bursary Fund Policy

This policy for 2017/18 was approved by the Governors' Resource Committee on 23 June 2017 and is subject to an annual review.

It will next be reviewed and the policy for the 2018/19 academic year be published during the summer term 2018.



16-19 Bursary Fund Policy

1. Introduction

The 16-19 Bursary Fund was introduced in the 2011 to 2012 academic year. It is money the government has given to local authorities, schools, colleges and other education and training providers (institutions) to give to disadvantaged students. Its purpose is to provide financial support to help students overcome specific barriers to participation, so they can remain in education.

There are 2 types of 16 to 19 bursaries:

- A vulnerable bursary of up to £1,200 a year for young people in one of the defined vulnerable groups
- Discretionary bursaries that institutions award to meet individual needs. For example, transport, meals, books and equipment

Guseley School's policy is based on the original guidance document produced by Leeds City Council (Guiding Principles for the consistent use of the 16-19 Bursary Funds across Leeds based schools from 2011/12) and the Education and Skills Funding Agency's "16-19 Bursary Fund – Guide for 2017/18".

2. Eligibility Criteria

ELIGIBILITY

To be eligible to receive a 16-19 bursary in the academic year 2016/17 the student must be aged over 16 and under 19 years on 31 August 2017. **Additionally**, Students must meet the residency criteria in EFSA funding regulation for post-19 provision in the 2017 to 2018 academic year. Generally this means that they must have the right of abode in the UK and have been a resident in the UK for at least the last three years.

2.1. Vulnerable Bursary

Eligibility:

A bursary of £1,200 per annum is available to students who are:

- in care
- care leavers



- getting [Income Support](#) (IS) or [Universal Credit](#) (UC) in place of Income Support in their own right
- getting [Employment Support Allowance](#) (ESA) and Disability Living Allowance (DLA) or [Personal Independence Payments](#) in their own right

Please note that to qualify as eligible for a vulnerable student payment the young person does not have to live independently of their parents; they can claim ESA or UC in their own right. Parents should note that they will not be able to claim Child Benefit for them if the young person's claim for ESA succeeds.

The definition of 'in care' and 'care leavers' is taken from the government's 16-19 bursary guide for 2017-18.

Evidence of Eligibility:

- A letter setting out the benefit to which the learner is entitled
- Written confirmation of current/former 'Looked After' status from the relevant Local Authority
- Leaving Care Review document

2.2. Discretionary Bursary

Eligibility:

Bursaries under this heading may be awarded on an identified need and at the discretion of Guisseley School. They can be for varied amounts and are targeted on overcoming the individual barriers a student faces to remain in education. This includes payments for things like transport, meals, books and equipment.

To be eligible under the discretionary category the learners must be currently in receipt of free school meals or be able to evidence a household income of less than £26,100 per annum¹.

As the bursary is discretionary there may be some flexibility, e.g. consideration may be given to the number of dependants in a household.

Evidence of Eligibility:

If you, (the student/learner) or your siblings, are in receipt of Free School Meals, you do not need to provide further financial information in the Financial Assessment section.

If you are not currently in receipt of free school meals then you need to provide evidence that the household income falls below £26,100 per annum.

Note 1: This limit is based on the lower limit used for tax credit eligibility.



Whatever income/benefits you declare in your application must be backed up by evidence (photocopies accepted) in order for an assessment to be made. Examples of types of acceptable evidence are shown in the table below.

Type of Income	Evidence Required
Annual Salary	P60 for last tax year, or week 52 (last week in March) payslip or month 12 (March) payslip
Income Support/Universal Credit	Entitlement / Award letter – dated within the last 3 months
Job Seekers Allowance	Entitlement / Award letter – dated within the last 3 months
Employment Support Allowance	Entitlement / Award letter – dated within the last 3 months
Incapacity Benefit	Entitlement / Award letter – dated within the last 3 months
Carer's Allowance	Entitlement / Award letter – dated within the last 3 months
Housing Benefit	Entitlement / Award letter – dated within the last 3 months
Council Tax Benefit	Entitlement / Award letter – dated within the last 3 months
Any other benefit	Entitlement / Award letter – dated within the last 3 months
Working Tax Credit	Working Tax Credit Award Notice marked for current year. Must be for full year and not partial awards (FULL AWARD NOTICE)
Child Tax Credit	Child Tax Credit Award Notice marked for current year. Must be for full year and not partial awards (FULL AWARD NOTICE)
Child Benefit	<i>This is not included as income for the purposes of the financial assessment</i>
Grants or bursaries etc.	Relevant paperwork detailing entitlement and amount paid
Disability Living Allowance/Personal Independence Payment	Entitlement / Award letter – dated within the last 3 months
Any other income	Relevant paperwork, e.g. evidence of income from self-employment

A copy of the evidence submitted will be securely stored within school. This will be processed by the school finance office and destroyed six years after the application has been dealt with, in accordance with statutory financial regulations. The student must inform school immediately of any changes to status otherwise money may have to be paid back to the school.

PLEASE NOTE:

Passing the eligibility threshold for a discretionary bursary **does not** guarantee funding. The individual circumstances of all applicants, the funding available and the nature of the funding request will all be deemed relevant, differentiating factors.



3. Criteria for Payments under the Discretionary Bursary

3.1. Payments will be made according to the following criteria:

- Nature of the application – priority will always be given to essential curricular requests.
- The finances available within the fund, i.e. should there be insufficient funding to meet all requests for bursaries then awards will be scaled down proportionally.
- Exceptional unforeseen circumstances which would affect the learner’s ability to participate in their programme of study.
- To continue to receive payments from the discretionary bursary fund, students must be at least making progress towards their targets in all of their reviews and attain 90% attendance or above, unless exceptional circumstances apply.
- Mid-year arrivals/applicants will receive a proportion of the bursary in line with the remaining time of their course.
- School may cover the full cost of an item; make a contribution towards the cost; or may support the student through the loan of equipment.
- Loans of specific equipment made under the 16-19 Bursary remain the property of Guisseley School and must be returned to the school at the end of the academic year or on leaving school.

3.2. Payment awards will be made up to the maximum limits set out below per student except in the most exceptional of circumstances:

Meals:	£3.00 per day allowance on Guisseley School’s cashless catering system. This may be used at any of the school’s catering outlets, such as the 6 th form cafeteria, main dining hall.
Stationery & Equipment:	Up to a maximum of £100 per annum. Receipts required. <i>(Payment for extended warranty cover of equipment is not eligible).</i>
Books:	Up to £100 per annum. Receipts required.
Travel to & from School:	Variable, receipts required. Travel costs should be claimed on a weekly or monthly basis.
Trips:	Up to £200 p.a. per trip for enhancement trips/activities. <i>Leisure trips may be excluded.</i> Claim through presentation of reply to trip letter.
Interviews:	50% to 100% of travel costs for the student only. Receipts required. A small subsistence allowance is also available to claim with receipts. Please see Mrs Beaton before you book your travel.
Clothing:	Up to £300 per annum for clothing in line with the school’s dress code.



In all relevant cases, including books and equipment, clothing and travel costs, original receipts must be provided prior to reimbursement. Reimbursement will not be made without a valid receipt which must be attached to a signed claim form. Please note claims for clothing must relate to the school's dress code.

4. Authorisation

The payment awards decision will normally be made by the Director of Administration and Finance and the Director of KS5.

If there is insufficient funding to meet all of the requests, or if an award is rejected for reasons other than eligibility, the awards decision will be made by the 16-19 Bursary Board. This will also be the case if a single application exceeds the limits outlined above. Reference will be made to the criteria stated in point 3 above.

5. 16-19 Bursary Board

Guseley School's 16-19 Bursary Board will consist of the Director of KS5; the Director of Administration and Finance and one Governor Representative.

6. Applications to the Discretionary Fund

- 6.1. Books, trips and visits can be expensive in the sixth form so we encourage students to apply for funding, should they meet the criteria.
- 6.2. Students need only apply to the Discretionary Fund once each academic year.
- 6.3. Application forms must be submitted, along with the financial assessment form and accompanying evidence of income, by the end of the first half-term.
- 6.4. Students experiencing a change of circumstances during the course of the year may submit an application at any time.
- 6.5. In most cases applications will be processed within two weeks after the half-term break and applicants will be informed in writing of the decision.
- 6.6. If a 16-19 Bursary Board meeting is convened, payment will occur within two weeks of the decision.
- 6.7. Reimbursements will be made in accordance with section 3 'Criteria for Payments under the Discretionary Bursary' above.
- 6.8. Payments will normally be made by BACS transfer and applicants will be informed in writing of the payments made.



6.9. Sometimes payments will be made in kind, such as the meal allowance and payment for school trips.

6.10. The meal allowance for the first half-term will usually be paid in arrears by BACs, whilst applications are being assessed.

7. Year 12 to Year 13 Transition Fund

Eligible learners will be able to apply for Year 12 to Year 13 Transition Fund in June of their first year in the sixth form. This will be distributed from any remaining funds in the School Bursary Allocation. The criteria used will be as outlined in section 3 above.

8. Appeals

8.1. A three stage appeals process exists:

- **Stage 1:** Appeals must be made to the Director of KS5. This will ordinarily simply provide clarification of the Award and eradicate factual errors. These will be discussed with the Director of Administration and Finance.
- **Stage 2:** Written appeal to the Headteacher.
- **Stage 3:** Written appeal to a Governors' Panel consisting of three Governors at which both the applicant and the school have the right to be represented.

8.2. At no point in the process will the circumstances of other Bursary awards be discussed for reasons of confidentiality.

8.3. Appeals must be made within two weeks of notification of the award decision. If the matter is unresolved, the Appeal Stage 3 will be heard, as soon as a meeting can reasonably be convened.

9. Budgeting and Administration

9.1. Guiseley School's 16-19 Discretionary Bursary Fund allocation for 2017/18 amounts to £11,324. Of that total:

- 20% will be held back as a contingency fund.
- 5% is used to cover Administration costs.
- 75% is available for distribution over the academic year.

9.2. Underspends from 2016/17 will be rolled forward to 2017/18 and used with the discretionary funding for that year.

9.3. Any Vulnerable Bursaries paid to students are claimed back by School from the Education and Skills Funding Agency and do not form part of the above Discretionary Fund allocation.



- 9.4. Any vulnerable bursary funding claimed, but no longer required (e.g. if the learner has subsequently left school) will be recycled into the discretionary bursary fund from 01 May 2016. *(Prior to this date it was used to fund other vulnerable bursaries).*
- 9.5. Secure records will be kept of all awards, receipts and payments for audit purposes for a period of six years in accordance with statutory financial regulations.
- 9.6. All unsuccessful applications will be shredded after a period of six months from the date of the receipt.
- 9.7. A report on the number of awards made and the total value will be provided by the Director of Administration and Finance to the Governors' Resources committee each year.

10. Publication of the Policy

- 10.1. This policy is published on Guisseley School's website:
<http://www.guisseleyschool.org.uk/16-to-19-bursary-fund/>
 - 10.2. Also published on the website are:
 - An explanatory letter to students
 - The 16-19 Bursary Application Form and Financial Assessment Form
 - 16-19 Bursary Claim Forms
 - 10.3. The students are informed about the 16-19 Bursary Fund during their induction to the Sixth Form.
 - 10.4. A copy of the letter to students is included in the 'important financial information' letter to parents that is published during the autumn term.
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