



THE CREST SIXTH FORM

16-19 Bursary Policy

Statement

The purpose of this policy, in accordance with the guidelines set down by the EFA (Education Funding Agency), is to;

1. Ensure that the funds received annually from the EFA are targeted towards students identified as facing the greatest need to ensure that they are supported through their education.
2. Ensure financial sustainability through the flexible development of EFA funds received, thereby preventing an overspend in any cycle of funding.
3. Ensure any personal financial details remain secure and confidential.
4. Set relevant controls to minimise the risk of fraudulent claims.
5. The academy has reviewed the EFA 16 to 19 Bursary guidance in writing this policy.
<https://www.gov.uk/guidance/16-to-19-bursary-fund-guide-2019-to-2020-academic-year>
- 6.

Bursary – Eligibility (as set out by the EFA)

You must:

- be at least 16 and under 19 on 31 August 2018
- study at a publicly funded school or college, or be on an unpaid training course
- meet the residency requirements

<https://www.gov.uk/1619-bursary-fund/eligibility>

In addition to continue to receive a bursary a student must satisfy the following conditions:

- The student's record of attendance should normally be 95% or greater and good punctuality
- The student must not have broken the terms of the Sixth Form Learning Agreement, signed by to their son or daughter entering the Sixth Form.
- The student must have a positive attitude to learning and making the necessary levels of progress.

There are three levels of bursary payment. Exact amounts paid are subject to change in response to the number of applicants.

Students are to be encouraged to apply for a Bursary as soon as possible after admission in September. There are 3 formal application periods being September, January and April. The 16-19 Bursary Committee will meet in September, January and April each year to review applications and approve payments for each term. The committee will consist of the Head of Post 16, member of SLT and representative from the academies finance team. Students can also apply outside of the times if their circumstances have changed and they are facing difficulties.

Consideration will also be given for one off applications for bursary support for specific educational purposes which are:

- Cost of transport
- Meals in school
- Books and equipment
- Educational trips
- UCAS Fees/University Open Days/Interviews
- Other course related costs (Materials, Revision Guides etc)
- Work Experience
- On Line resources

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LEVEL ONE

Vulnerable Bursary

The most vulnerable students, as defined by the EFA guidance, are to receive Vulnerability Bursary of up to £1,200 per annum. This is payable each academic year the student is in education or training as long as they meet the criteria below; The student is;

- In care
- A care leaver
- Getting Income Support or Universal Credit in place of Income Support in their own right because they are financially supporting themselves and anyone who is dependent on them and living with them such as a child or partner.
- Getting Employment Support Allowance and Disability Allowance or Personal Independence Payments in their own right.

The Academy can pay more than £1200 if they need extra help to remain in education which will be paid from the Discretionary Bursary. It may also pay less depending on individual circumstances as per the EFA guidance referenced above.

How much: £1,200 per year. Usually payable in 15 x 2 weekly instalments based on EFA guidance of £40 per week. This could be payment in kind if felt to be more appropriate by the academy for some items such as the academies cashless catering system, purchase of revision guides sold by the academy to students or payment onto a student transport card to bus travel or in circumstances where the student does not have a bank account.

You may get the full amount if you have expenses and study full-time on a course of at least 30 weeks.

You'll usually get less than the full amount, or no bursary, if one of the following apply:

- You are unable to complete 3 full subjects
- you have few expenses

You'll be told what evidence you need, for example benefit letters.

Who can apply: Young people in care, care leavers, young people in receipt of income support and disabled young people in receipt of Employment Support Allowance who are also in receipt of Disability Living Allowance.

LEVEL TWO

Discretionary Bursary

Students who are identified as receiving a free school meal in past 6 years (ever6) or families are on means tested benefits are eligible to apply.

As a guide an award up to £800 per annum can be made throughout the year but this will depend on the individual need of the student and criteria such as distance to travel, dependants in household, young person has additional responsibilities, and household income. Other identified barriers to learning. The award may be higher or lower as will be based on individual need. Therefore a blanket flat rate payment will not be made to all students who apply as award will reflect need.

Based on £800 Usually payable in 15 x 2 weekly instalments based on EFA guidance of £27 per week

This could be payment in kind if felt to be more appropriate by the academy for some items such as the academies cashless catering system, purchase of revision guides sold by the academy to students or payment onto a student transport card or in circumstances where the student does not have a bank account.

Who can apply: Students who have been in receipt of Free School Meals in past 6 years or means-tested benefits.

LEVEL THREE

Revised September 2019

Review August 2020

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Discretionary Bursary

Students from a household with an annual income not in excess of £25,000 but do not fall into levels 1 and 2 above, students **may also apply** if there is a change in circumstances during the academic year which results in a young person's family experiencing financial difficulties. The 6th Form is mindful that there may be young people from homes above the £25,000 threshold who would be classed as **"just about managing"** and parents and carers may struggle to provide students with all the books and equipment they need.

As a guide an award up to £200 per annum can be made throughout the year but this will depend on the individual need of the student and criteria such as distance to travel, number of dependants in household, has young person has additional responsibilities and household income as examples. The award may be higher or lower as will be based on individual need therefore a blanket flat rate payment will not be made to all students who apply as will be assessed on need.

This could be paid in a regular 2 weekly payments if deemed appropriate depending on nature of need or may be larger individual payments for specific identified items.

This could be payment in kind if felt to be more appropriate by the academy for some items such as e the academies cashless catering system, purchase of revision guides sold by the academy to students or payment onto a student transport card to bus travel or in circumstances where the student does not have a bank account.

Who can apply: Those with an identifiable financial need who do not fall into Levels One or Two above.

How to Apply for a 16-19 Bursary

Students who are commencing post 16 study in the Sixth Form from September may apply in writing using the Bursary Support Application Form available on the Academy Website under 6th Form providing the necessary evidence.

Suitable Evidence of Household Income

Students who are or have been eligible for Free School Meals in past 6 years will be eligible for Level 2 payment.

Students not receiving Free School Meals must provide evidence of household income. This will be used by the academy to decide whether support will be provided and the level of support. Suitable evidence may be in the form of:

- Receipt of benefit and/or P60
- Tax Credit Award Notice x 3 (so we can estimate annual income)
- SA302 Form
- Evidence of self-employment income

Payments will be made to Bank Accounts

Payments will be made into the **student's bank account** and all relevant details of this account must be notified on the Bursary Support Application Form.

Change of Circumstances

Any change of financial circumstances must be notified immediately, and payment of funds will be reviewed in the light of this.

Complaints Procedure

The School's normal complaints procedure should be used in cases where a student feels aggrieved about how their request for a bursary has been handled.