

Policy Statement – 16-19 Bursary Fund 2016/17 Academic Year



Purpose

The bursary scheme exists to provide financial support to remove barriers to participation in Post 16 Learning. The college has a cash-limited fund, allocated by the Education Funding Agency which will be used wherever possible to provide support to those most in need in order to enable students to continue and complete their course.

Types of Support Available

Two types of award are available and students must meet any of the criteria shown (providing documentary evidence where required) in order to be eligible.

Guaranteed Award for Vulnerable Learners: Children/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 will be eligible to receive a bursary of £1200 a year.

Discretionary Awards

Due to the limited funds available, Discretionary Awards will be targeted at those who are facing the greatest financial hardship. The following priority groups will be used to manage applications:

Priority Group 1: Learners in receipt of Free School Meals (FSM). To be eligible for FSM the family must be in receipt of one of the following benefits:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

Priority Group 2: Learners who may not be in receipt of Free School Meals but who are from a low income family who receive the following state benefit:

- The **maximum** level of Working Tax Credit (WTC) with no deduction for the family income.

Priority Group 3: Learners who may not be in receipt of Free School Meals but who are from a low income family who receive one of the following state benefits:

- Working Tax Credit (WTC) with some deduction based on income.
- Child Tax Credit where annual income, as assessed by the Inland Revenue, is between £16,190 and £35,000.

If students have a current entitlement to FSM, the College requires no further evidence to support a Bursary application. If students are not entitled to FSM, evidence will be required to support an application to the 16-19

Bursary Fund. Acceptable evidence for 2016/17 applications will be the Tax Credit Award for 06/04/2016 to 05/04/2017, and **a copy of the full document must be submitted with the Bursary application form.**

Discretionary Awards will be used to help learners meet costs related to participation in their individual course of study, for example transport, books, equipment, materials, essential trips, meals whilst attending their course etc.

DCC Post 16 Transport

Applications for DCC provided transport should be made between April and June each year. It is the responsibility of parents to ensure that they have received an application pack, if it has not arrived by the end of May they should contact School Transport on 0345 155 1019 to request one. The cost of an annual pass is £560 if paid termly or £530 if paid upfront.

The County Council is no longer offering discounted travel passes to students from low income families, however, Sidmouth College will consider paying for some or all of the cost for those students eligible for support from the Bursary Fund as follows:

- Guaranteed Award or Discretionary Award Priority Group 1 - Full Year £530
- Discretionary Award Priority Group 2 - Autumn and Spring Terms £380, leaving £180 to be paid by student.
- Discretionary Award Priority Group 3 – Autumn Term £190, leaving £370 to be paid by student.

If seeking support with transport costs, students should submit the PF2 form (from the Transport Application Pack) to the School Business Manager along with the Bursary Application Form and any required evidence by 24th June 2016.

Application Process

The completed application form and supporting evidence should be returned to the Post-16 office. In order to ensure that the funds are used most effectively, we would encourage applications to be submitted in the summer term, and by 24th June if transport help is requested. Later applications will be considered after admission and no later than the end of September. As far as possible, all applications will be acknowledged and students advised of the outcome within two weeks of receipt.

Assessment & Terms of Payment

Successful applicants will be issued with details of the level of award made, frequency and method of payment and the terms and conditions that apply. The college will consider alternative payment schedules, and this should be requested in writing, however payments will be made no more frequently than fortnightly and no less frequently than termly. Where possible, payments will be made in kind.

To receive monetary payments, applicants must have a bank account in their own name.

Attendance and Behaviour Conditions

Learning progress will be assessed against the following criteria:

1. Completion of relevant coursework and for assignments on time.
2. High levels (over 95%) of attendance and participation.
3. Consistent effort and commitment for Post-16 education.

Appeals

Appeals regarding the outcome of an application or the withholding of payments should be made in writing to the Director of 14-19 Learning. Upon receipt of the appeal an appointment will be made for the student to

discuss their appeal with the Director of 14-19 Learning. If this appeal is not upheld, you have the right to have your appeal heard by the Principal and a member of the governing body and their decision will be final.

Fraud

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 Sidmouth College.

Definitions

For the purposes of the 16 to 19 Bursary Fund, the definitions are:

“children/young people in care” means:

- children looked after by a local authority on a voluntary basis (section 20 of the Children Act 1989) or under a care order (section 31 of the Children Act 1989). Section 22 of the Children Act 1989 defines the term ‘looked after child’

“care leavers” means:

- either young people aged 16 and 17 who were previously looked after for a period of 13 weeks consecutively (or periods amounting to 13 weeks), which began after the age of 14 and ended after the age of 16.
- or a young person who is aged 18 or above who was looked after prior to becoming 18 for a period of 13 weeks consecutively (or periods of 13 weeks), which began after the age of 14 and ended after the age of 16.

Policy Reviewed: 12th May 2016 (SLT)