

INVICTUS

Education Trust

**16 – 19 BURSARY FUND
POLICY**

Approved by Board of Directors
13th February 2017

To be reviewed by Board of Directors
September 2018

What is the 16-19 Bursary Fund?

The fund is made available from the Government through its funding body – Education Funding Agency (EFA) for 16-18 year olds - to provide assistance to students whose access to, or completion of, education is inhibited by financial constraints or barriers. The policy has been developed to ensure that all students are treated in a fair and consistent way.

Who is eligible to apply for 16-19 Bursary Funding?

Students following Government (EFA) funded full time or part-time courses, who are 16 years and over, meet the residency qualifications and satisfy one or more of the following criteria:

- Students aged at least 16 and under 19 years of age on 31st August 2016 who are in care; are leaving care; are in direct receipt of Income Support or Universal Credit in their own name; or are in receipt of both Employment Support Allowance and Disability Living Allowance or Personal Independence Payments.
- Students who are economically or socially disadvantaged and at risk of not taking up or continuing in their education. This group includes students with physical or other disabilities, medical conditions and/or learning difficulties
- Students who have been in care, or probation, are young parents or are otherwise considered at risk
- Students who are asylum seekers
- Students who are Refugees (who will have access to 16 -19 Bursary Funding if they are in receipt of support evidence)
- Students who are lone parents

Proof of income

Proof of evidence will be required to support this application and may include:

- Proof of parental eligibility for Free School Meals
- Taking account of household income as evidenced by receipt of benefit and or/P60, Tax Credit Award
- Notice or evidence of self-employment income. Unearned income (shares, investments, and savings) may be taken into account when assessing awards.
- Proof of disability allowance
- Certified letter from the DWP
- Other means tested certification

How will the Academy assess applications and allocate 16-19 Bursary funding?

The 16-19 Bursary Fund is a limited fund and the Academy will prioritise allocation. There will be two priority groups, categorised as vulnerable and discretionary.

Students who are eligible for any level of funding should complete an application form (Appendix 1) and hand it to Sixth Form Secretary/Finance Officer as soon as possible. The Finance Officer & Sixth Form Secretary will meet to consider applications. Students who are deemed eligible should be aware that to continue to receive a bursary/funding:

- There must be no unauthorised absences during the school day
- They must maintain acceptable levels of behaviour

Students will sign the Application Form to that effect.

The Bursary Fund Committee

The Bursary Fund Committee will normally meet every term to consider and review applications. Emergency meetings may need to be called.

The Bursary Fund Committee will be made up of Director/Head of Sixth Form, Finance Officer & Sixth Form Secretary.

The Director/Head of Sixth Form will not make decisions about applications but she/he may offer information to the Committee about a student's circumstances, well-being, behaviour, progress and attendance.

Students and their parents/carers should understand that the available fund is limited. Any appeals against decisions can be made to the Chair of Governors, via the Clerk to the Governor Body who will follow school's complaints procedure.

How to claim refunds/payments for Goods/Service

The student will be required to complete a 16-19 Bursary Fund request form (Appendix 2).

- If the student is claiming a refund they will be required to attach receipts/proof of purchase to the form and refunds will be paid by BACS direct to the student's bank account.

Or

- By completing the request form the school will purchase the goods/services directly on the student's behalf.

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**16-19 BURSARY FUND FOR POST 16 STUDENTS
APPLICATION FOR SUPPORT – ACADEMIC YEAR 2016/17**

Section A: Learner's Personal Details

SURNAME: DATE OF BIRTH:

FORENAMES: MALE/FEMALE (Delete as applicable)

PERMANENT ADDRESS:

.....

POST CODE: TELEPHONE NUMBER:

Section B: Income

My gross household income is below £25,000

My household is in receipt of other means tested benefits

Please attach supporting evidence

Section C: Student Bank Details

To receive payments, you must have a bank account in your own name. If you do not have a bank account, you need to open one before completing this form.

Name of Account Holder:

Name of Bank: Branch:

Account Number: Sort Code:

D: Declaration by Applicant

I declare that the information I have given is correct at the time of application and I will notify the school of any change of circumstances.

I understand that any false information given, or failure to notify a change in circumstances, will result in disqualification of support. I understand that I may have to repay part or all of this assistance offered if my attendance, conduct or progress is not satisfactory.

Student Signature: Date:

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16 19 BURSARY FUND REQUEST FORM

Student Name:		
Year Group:	Age:	Tutor:
Support for: <i>(please detail what financial support you need and the costs applicable)</i>		Cost
Total Costs Applicable		£
Completed By:		Date:
Signature:		
Funding Approved By:		Date:
FINANCE INFORMATION		
Actual Costs:		
Input by:	Date:	