

16-19 Bursary Fund Policy

Harwich and Dovercourt Sixth Form College

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Author:	<i>Martin Higgon – Deputy Head</i>
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Ownership and Control

History

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3	Wi	September 2017	Approved	Approved by LGB October 2017
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Intended Audience

Intended Audience	Intended Method of Distribution
Staff, Students, Parents, Governors	Google shared drive, website

AMENDMENT TRACKER

Name of reviewer: Martin Higgon

Date of review: November 2019

Summary of all changes being proposed in this policy review:

Pages	Details of amendment
All	Dates/names updated

Policy for distribution of 16-19 Bursary Fund 2019-20

What is the 16-19 Bursary Fund?

The 16 to 19 Bursary Fund is money the government has given to local authorities, schools, colleges and other education and training providers (education institutions) to give to students who need financial help to stay in education.

There are two 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, for transport, meals, books and equipment.

The 16-19 Bursary Fund targets support towards the most financially disadvantaged 16 to 19 year olds – those who need help with the costs of staying on. HDSFC will determine the eligibility criteria for discretionary bursaries, and the frequency of and conditions for payments for all awards. Usually this will require a successful completion of a student's probationary period, good attendance, and conduct which adheres to the sixth form's code of conduct. The 16-19 Bursary will only be awarded to a student that is eligible and facing genuine barriers to participating.

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

- To be eligible to receive a 16-19 Bursary in the 2019-2020 academic year, the student must be aged 16 or over and under 19 on 31st August 2019. Students aged 19 or over are only eligible to receive a discretionary bursary if they are continuing on a study programme they began aged 16 to 18 ('19+ continuers') or have an Education, Health and Care Plan (EHCP).
 - Students must also satisfy the residency criteria set out in the ESFA* Funding Guidance. (A person on 1 September who is settled in the UK, and has been ordinarily resident in the UK and Islands for the three years preceding the 1 September). If you are in any doubt, please speak with a member of staff from the Sixth Form team.
 - Students should be participating in provision that is subject to inspection by a public body that assures quality and funded within the relevant guidelines. (Attendance at Harwich and Dovercourt Sixth Form College meets the criteria).
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Bursary Fund Levels

Level One

Students in the following defined vulnerable groups will be eligible for a bursary of £1200 a year: Young people who are in care; young care leavers, young people in receipt of Income Support or Universal Credit because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them such as a child or partner; receiving Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right.

Payments will be subject to review by the Bursary Awards Panel** and are paid by BACS transfer directly into the student account.

An application form is available for students who believe they are eligible for a Level One Bursary.

Level Two

Students who are in receipt of free school meals or have a total household income of £16190 or less can apply for a weekly bursary. Household income can be evidenced by receipt of benefit and/or P60, Tax Credit Award Notice or evidence of self-employment income. The allowance will be established upon agreement by the school to make awards to students. All evidence of household income will be in strict confidence. Payments will be made upon authorisation from the school that the student has satisfied all the attendance and behaviour requirements. These payments will be made in arrears. There may be delays in some cases if there is any query regarding attendance.

Payments will be subject to review by the Bursary Awards Panel** and are paid by BACS transfer directly into the student's account.

An application form is available for students who believe they are eligible for a Level Two Bursary.

Level Three

Students who have a total household income of between £16190 and £25000 can apply for a discretionary bursary for specific educational purposes. These include:

- Costs of transport
- Meals in school
- Books and Equipment
- Educational Trips

Household income can be evidenced by receipt of benefit and/or P60, Tax Credit Award Notice or evidence of self-employment income. All evidence of household income will be in strict confidence. No student will receive more than £200 per year.

Payments will be made on an ad-hoc basis.

Payments will be subject to review by the Bursary Awards Panel**.

An application form is available for students who believe they are eligible for a Level Three Bursary.

Assessment

The Bursary Awards Panel** will assess each application with supporting documentation in the strictest confidence. Any student who believes they are eligible for any level of funding from the 16-19 Bursary Fund should complete an application form and hand it in to the Sixth Form Administrator as soon as possible after admission in September. The closing date for applications will be Friday 25 October 2019. A student in receipt of any level of bursary must inform the Sixth Form Administrator of any changes to family circumstances that may affect the support during the academic year. Students who become eligible during the academic year should contact the Sixth Form Administrator and make an application.

Attendance & Behaviour Requirements

To receive any funds once the school has acknowledged eligibility, participating students at Harwich and Dovercourt Sixth Form College must adhere to the following criteria:

To receive the bursary allowance students should have 100% attendance at all timetabled lessons and registrations unless they have prior permission from the Sixth Form Management Team for authorised absence. Holidays will not be authorised. We will allow for one period of absence due to ill health (maximum of 3 consecutive days) each half term without loss of funds for that week. Approved Examination Study Leave, participation on approved educational trips, or approved representative activities will be counted as an attendance.

If students are unacceptably late to lesson or registration, then these will count as an absence and therefore the payment will not be made for that week.

Students must abide by the standards of behaviour and effort as agreed at the start of their learning programme as detailed in the Sixth Form Code of Conduct, including successfully completing their probationary period at the start of the course. If poor behaviour or effort is reported and supported by documentary evidence, the student will not be paid for that week.

Appeals

Level One

Eligibility: Parents, guardians and students will have the right of appeal to the Bursary Awards Panel ** in all cases if it is felt the application has been withheld without justification.

Level Two

Eligibility: Parents, guardians and students will have the right of appeal to the Bursary Awards Panel ** in all cases if it is felt the application has been withheld without justification.

Issues with Weekly Payments: Students will have the right of appeal in all cases if it is felt the payment has been withheld without justification. In the first instance the student should explain, (with supporting evidence if appropriate) within one school week, to the Sixth Form Administrator, why the payment should have been made. If the decision to withhold payment is upheld, then the student may appeal to the Sixth Form Management Team. This is the final appeal and must be made within one further week.

Level Three

Eligibility - Parents, guardians and students will have the right of appeal to the Bursary Awards Panel ** in all cases if it is felt the payment has been withheld without justification.

Contact Us

We are happy to help and guide you through the Sixth Form 16-19 Bursary Fund Policy. If you have any question or concerns, please do get in touch:

Head of Sixth Form:	Mrs S Parker
Sixth Form Administrator:	Mrs L Scutcher
Telephone:	01255 245460
Email:	sixthform@hdhs.org.uk
Website:	www.hdhs.org.uk/sixth-form

*Education and Skills Funding Agency

**Will comprise 1 member of the finance team, 1 member of the Sixth Form Management Team and 1 member of the Senior Leadership Team

Harwich and Dovercourt Sixth Form College

16-19 Bursary Fund Application 2019-2020

Please read Harwich and Dovercourt Sixth Form College 16-19 Bursary Fund Policy 2019-2020 before completing this form.

Student Details

Surname	
Forenames	
Address	
Postcode	
Date of Birth	

Level Required - Please tick which level of payment you are applying for:

<p>Level One – Identified vulnerable students eligible for £1200.00 bursary. Please include the required, original supporting documentation with this form.</p>	
I am a young person in care	
I am a young care leaver	
I am in receipt of Income Support or Universal Credit	
I am in receipt of both Disability Living Allowance (or Personal Independence Payments) and Employment Support Allowance (ESA) (or Universal Credit as a replacement to ESA)	
<p>Level Two – Identified students eligible for a weekly discretionary bursary</p>	
I am in receipt of Free School Meals	
My total household income is less than £16190.00	
<p>Level Three – Identified students eligible for a discretionary bursary for specific educational purposes. This will not exceed £200.00</p>	
My total household income is more than £16190.00 but less than £25000.00	

Level Three Discretionary Bursary

Please briefly outline the nature of the expenses to be covered by the discretionary bursary funds. A separate form must be completed when making a request for Level Three funds during the academic year and receipts for any items purchased must be attached for audit purposes. *(Please see Mrs Dare/Mrs Parks for further information).*

Transport requirements	
Meals in school	
Books & Equipment	
Educational Trips	

Household Income (Required for Level Two and Level Three applications)

Please include the required, **original** supporting documentation with this form. All evidence will be photocopied and dealt with strictest confidence. *(Please do not send any original documentation in the post. The students should bring this directly to Mrs Dare who will photocopy and return ASAP).*

My total household income is:	£
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Please tick the supporting documentation provided

Receipt of benefit	
P60 (<i>tax year 2018-19</i>)	
Tax Credit Award (<i>tax year 2018-19</i>)	
Evidence of self-employment income (<i>tax year 2018-2019</i>)	

Bank Account Details (Required for Level One and Level Two applications)

Where bursary payments are made to a bank account, they should only be made to the student's bank account. Payments may be made to a joint account, as long as the student is one of the account holders.

You must attach an original account statement, letter or form from your bank or building society that shows your name, sort code, account number and home address. Mrs Scutcher will photocopy the details and return the original documents. The photocopies will be held in a secure location. Please complete the bank account details required.

Full Name of Account Holder (This should be as it appears on your cash or debit card, or statement)	
Name of Bank/Building Society	
Branch	
Sort Code	
Account Number	

Your account number may not be the same as the cash or debit card number; you can find it on a bank or building society statement. Most account numbers are 8 digits long. If you are unsure your bank or building society can advise you.

Sixth Form Office use only	
Date application received	
Date application reviewed	
Supporting documentation provided, photocopied and returned	
Level of Bursary agreed	