



# London South East Academies Trust

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## THE 16-19 BURSARY POLICY

<b>Responsible post holder</b>	Executive Headteacher
<b>Approved by / on</b>	01.11.2016
<b>Reviewed</b>	01.09.2017
<b>Reviewed</b>	01.09.2018
<b>Publication Method</b>	Website, Student Handbook

## **Aims**

The aim of this policy is to ensure transparency and fairness in the distribution of the 16 to 19 Bursary. It has been written to show how funds will be distributed to the designated vulnerable groups plus any other student within the school that may suffer hardship and thus not be able to access post 16 education successfully.

## **Objective**

The key objective of the 16 to 19 Bursary is to provide financial support to young people aged between 16 to 19 (must be under 19 on 31<sup>st</sup> August of the academic year they start course) who face financial barriers that may well stop them accessing education. The bursary will be sanctioned under separate level headings 1 - 3.

## **Vulnerable Groups – Level 1**

“Vulnerable groups” have been highlighted as the key recipients of this bursary to ensure that they are not disadvantaged. The list below clearly states what constitutes a vulnerable group and is specific to the student and not the parent/carer.

A student could receive up to £1,200 if at least one of the following applies to them:

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

## **Discretionary Bursaries – Level 2 to Level 3**

Discretionary bursaries can be offered to other students including those eligible for Free School Meals and other low income families, who are able to demonstrate financial hardship through income based benefits. All students applying for the bursary will need to provide evidence of why they are applying and if claiming under Levels 2 - 3, a record of their household income may be required.

Evidence can include any of the following:

- Local Authority letter confirming Free School Meals Entitlement (parent)
- Universal Credit
- Income Support
- Employment & Support Allowance
- Jobseekers Allowance
- Child Tax Credit
- Working Tax Credit
- Carers Allowance
- Any evidence to support low income i.e. P60

The Bursary Levels for 2 to 3 are:

### **Level 2**

- FSM – Fixed amount depending on the number of claims received.

### **Level 3**

Other financial needs (e.g. clothing/books/meal subsistence).

Fixed amount depending on the claims for Level 1 to Level 3, a letter supporting a request must be completed giving full details of requirement and financial status.

### **The School Procedures**

All sixth form students will be notified of the Bursary Fund via letter at the start of the academic year which requires them to notify the school if they meet any of the criteria listed within the policy. From this initial letter an application form will be sent to the students who are deemed to fall within the school's set criteria. An initial deadline date will be set for the return of the form to be received in order that applications may be processed quickly and avoid delays in payments. Students can apply at any time throughout the academic year for a discretionary bursary.

Each student will be assessed on an individual basis to ensure transparency and fairness.

An agreement/contract has to be signed between the student, parent if under 18 and school before the first payment is made to ensure all parties are very clear about the regulations surrounding the bursary.

Attendance, for students to be eligible for payments, must be 95% or above unless there is medical evidence to support absence. Behaviour should also be at an acceptable standard,

If students are placed on Cause For Concern then a review will take place before their next payment is due and a decision will be made as to whether the student should receive their payment for the duration of the monitoring period.

Payments will be made on a half termly basis in arrears to ensure that students meet attendance and work criteria; however, if circumstance requires some flexibility, we will look at each case on an individual basis requesting evidence to support the payment.

### **Appeals Process**

The school operates a complaints procedure for students to contest a decision about payment. The complainant must be a student and not the parent/carer.

The student should firstly raise any concern with their form tutor.

If the matter cannot be rectified or the student is dissatisfied they should then write to the Head of School setting out clearly the nature of the complaint. At this stage the procedures should follow the same format as the school's policy on Formal Complaints.

Should the matter still not be resolved then the appeal will be presented to the Executive Headteacher.

In the event the complainant is still dissatisfied the matter will be forwarded to London South East Academies Trust and Education Funding Agency.

### **Fraud**

Any information given to the school will only be used for the purpose of processing an application for the 16 -19 Bursary Fund. We are under a duty to protect the public funds we handle and may use the information you provide to prevent and detect fraud. We may also share this information, for the same purposes, with other organisations which handle public money.

**Reviewed by: Senior Leadership Team BBAB**

**Approved and Adopted by: LSEAT Board**

