

16-19 BURSARY FUND POLICY AND GUIDANCE 2017-18

BACKGROUND

The 16-19 Bursary Fund provides financial support to help students overcome specific barriers to participation so they can remain in education. The amount of funding available for each school to distribute has been determined by the government and there is a finite amount of funds to be distributed. Lymm High School is therefore committed to distributing the bursary fund to those students with the greatest need. The notes here give further detail on the bursary fund, how applications can be made and how decisions will be reached.

ELIGIBILITY

There are two types of 16-19 bursary:

- A vulnerable bursary of up to £1,200 per year for young people in one of the defined vulnerable groups
- Discretionary bursaries which institutions award to meet individual needs, for example, to help with the cost of transport, meals, books and equipment

To be eligible to receive a bursary, a student:

- must be aged over 16 and under 19 at 31 August 2017
- must meet the residency criteria in EFA 2017-18 academic year funding regulations for post-16 provision. (*A person who is settled in the UK as of 1 September 2017, and has been ordinarily resident in the UK and Islands for the three years preceding this.*)
- be participating in provision which is subject to inspection by a public body (e.g. OFSTED). (*Attendance at Lymm High School Sixth Form meets this criterion.*)

BURSARY FUND LEVELS

Vulnerable Bursaries are fixed at £1200 per year and are designed to support the young people in most need, identified by the government as:

- young people in care
- young care leavers
- young people in receipt of Income Support or Universal credit in their own right
- young people in receipt of Employment and Support Allowance or Universal Credit **and** Disability Living or Personal Independence Payments in their own right

This would be paid in three instalments of £400 at the start of each term. Students should have 100% attendance to all timetabled lessons, supervised study periods and registration. Holidays will not be authorised. We will allow one period of ill health (no more than three consecutive days) each half term without loss of funds for that term. If students are unacceptably late to lesson or registration, then these will count as absence and payment will be reviewed. Students must have BfL grade 1 or 2 in all of their lessons each week to receive full payment. Any BfL grade 3, 4 or 5 will result in a reduction of the amount paid. Payments will be subject to review by the Head of Sixth Form.

Discretionary Bursaries are for students in low income households and are split into three levels:

Level	Household income	Entitlement
1	Less than £16,190	Students will receive £100 uniform allowance, daily lunches and have access to additional funding for resources, course set up costs and a contribution to travel costs (in cases where a student lives more than 1 mile away from school)
2	More than £16,190 but less than £20,817	Students will receive £100 uniform allowance, daily lunches and have access to additional funding for resources and course set up costs and a contribution to travel costs (in cases where a student lives more than 1 mile away from school)
3	More than £20,817 but less than £25,000	Students will receive £50 uniform allowance, and have access to additional funding for resources and course set up costs

APPLICATION

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 Sixth Form Student Services as soon as possible after admission in September. The appropriate documentation to prove entitlement, eg a letter setting out a benefit entitlement, or written confirmation of the student's current or previous looked after status should accompany this application. Applications should reach us by **Friday 15 September 2017**. Applications may be made later in the year in the case of a change in your financial circumstances. Students must apply for the Bursary Fund at the start of each academic year, as financial circumstances need to be reviewed.

PAYMENTS

Bursaries will be paid 'in kind' rather than in cash. For example, the school shop will issue a bus pass or settle payment for school uniform directly with school. In the case of books or equipment (which should be ordered through school), these should be returned at the end of the course to enable them to be re-used by other eligible students.

In the case of bursaries for students in the defined vulnerable groups, the value of these items and how their cost is deducted from the £1,200 will be made clear to students and those that support them.

Where students are entitled to support with purchasing school uniform, they must note that school shirts/ties can **only** be bought from the school shop, although all other uniform can be purchased from any retailer. The school will reimburse all costs (by cheque) up to the **total cost of £100/£50** (according to the level awarded), providing receipts are provided to Mrs Thomas **by Friday 22 September 2017**.

EVIDENCE

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 kept in strict confidence.

ATTENDANCE AND BEHAVIOUR REQUIREMENTS

The vast majority of the support the bursary can provide for students will be front loaded and given at the start of their courses, as it is essential for students to have the correct uniform, equipment and resources to access their studies.

Throughout the year students will be able to access additional funding, as and when it is needed. This may be for school trips, additional resources and or unforeseen costs. In order to qualify for these additional payments students must adhere to the following criteria:

- Students should 100% attendance at all timetabled lessons, supervised study periods and registration. Holidays will not be authorised. We will allow one period of ill health (no more than three consecutive days) each half term without loss of funds for that week. If students are unacceptably late to lesson or registration, then these will count as absence and payment will not be made for that week.
- Students must have BfL grade 1 or 2 in all of their lessons each week
- All payments will be subject to review by the Head of Sixth Form

CHANGES IN CIRCUMSTANCE OVER THE ACADEMIC YEAR

A small contingency amount will be retained from the overall bursary fund so that some support could be available in the event of a sudden deterioration in the financial circumstances of a student. Payments to students may also be adjusted to take account of improvements in a student's circumstances.

DECISIONS

All applications will be considered and assessed by the Sixth Form panel comprising of the Headteacher, Head of Sixth Form and a Governor. The student/parent/carer will be notified of the decision, and an indication of the amount, if applicable, within 21 days of receipt of the application. You have the right of appeal to the Headteacher if you feel that your case has not been given fair consideration. This must be in writing. The final decision rests with the Headteacher.

QUERIES

Any queries relating to an application should be made to Sixth Form Student Services in the first instance, by telephone on (01925) 755458 or email at mthomas@lymmhigh.org.uk