



## P16 BURSARY POLICY

	<b>Position/Committee</b>	<b>Date</b>
<b>Prepared by</b>	Catherine Pheasey	May 2017
<b>Approved by Chair of Committee</b>	LGB	
<b>To be reviewed</b>	Every 2 years	

## **CRAWSHAW ACADEMY BURSARY POLICY 2016-17**

The purpose of this policy is to distribute the funds allocated by the government taking into account the household income of the student and the extra costs that they incur by undertaking sixth form study.

### **Eligibility**

To be eligible to receive a bursary the young person must be aged under 19 on the 31st August in the academic year in which they start their programme of study. Where a young person turns 19 during their programme of study, they can continue to be supported to the end of the academic year or to the end of the programme of study, whichever is sooner.

The following groups of young people are eligible to apply for 16-19 bursary funds and there are 3 separate bursaries that students could qualify for:

- A. Vulnerable young students - £1,200 Bursary**
- B. Students who are eligible for Free School Meals - £800 Bursary**
- C. Students facing Financial Hardship – based on receipted expenditure**

Crawshaw Academy will take into account any allowance or other sources of financial support received when deciding whether to award a bursary.

### **A. £1200 Annual Bursary for vulnerable young students**

Students who are identified by the government at 'most vulnerable' will be eligible for a guaranteed bursary of £1200.

1. Young people who are looked after by the local authority
2. Care leavers
3. Those in receipt of income support (in their own right)
4. Disabled young people in receipt of both Employment Support Allowance and Disability Living Allowance.

Appropriate evidence confirming eligibility will be required. Contact the Finance Office for more information

### **B. £800 Annual Bursary for Students in receipt of Free School Meals**

Parents of young people do not have to pay for school lunches if they receive any of the following:  
☐

- Income Support
- Income-based Job seekers Allowance
- Employment Support Allowance (income related)
- Support under Part VI of the Immigration and Asylum Act 1999
- The guarantee element of State Pension Credits
- Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income (as assessed by HM Revenue and Customs) that does not exceed £16,190

NB – Parents in receipt of Working Tax Credit do not qualify for free school meals. Payment will be made at £267 per term. This means that students who become eligible for free school meals during the year will receive a pro-rata payment.

Appropriate evidence confirming eligibility will be required.

Note: - Students do not need to be taking free school meals to qualify but need to be registered for free school meals.

### **C. Learners facing Financial Hardship**

Students facing financial hardship and whose family income is below the threshold of £30,000 but are not eligible for a guaranteed bursary are invited to apply for assistance with course related costs.

**For example:**

- Basic stationary
- Books & materials
- Specialist Subject Material
- Emergency Accommodation & Meals
- Educational Visits related to courses
- UCAS fee/travel to open days

### **Criteria for receiving financial hardship bursary:**

**STUDENTS SHOULD DISCUSS AND AGREE ALL ITEMS WITH SUBJECT TEACHERS. AN AUTHORISATION SLIP SHOULD BE COMPLETED BY BOTH STUDENT AND FACULTY LEADER AND TAKEN TO THE FINANCE OFFICE BEFORE ANY PURCHASE IS MADE.**

- All valid purchases must have a valid receipt clearly showing date, items purchased and the cost
- Basic stationary up to the value of £40 per annum can be claimed provided dated receipts are provided.
- All purchases claimed for books, materials & other equipment must be recommended by the appropriate subject teacher. Each Faculty Leader will produce a list of recommended books, materials & other equipment necessary for the course.
- At the end of the school year, all books/equipment reimbursed by Crawshaw Academy must be returned
- Appropriate evidence confirming financial eligibility must be supplied (see section below for more detail).
- Attendance should be 95% or more
- No unauthorised absence
- Student is completing work to target grade
- Good attitude to learning as indicated in the up to date REG monitoring by grade 2.

All applications will be assessed on an individual basis and any allowance or other sources of financial support received by the student will be taken into account when deciding to award a bursary. If there are insufficient funds available to fund all needs, a percentage of funds should be established by dividing the sum available by the level of established needs. The student should then receive that percentage of their established needs.

In exceptional circumstances, further specialist materials can be reimbursed depending on the target grade of the student. Please check with your subject leader before purchase.

## **Financial Eligibility**

Appropriate evidence confirming eligibility will be required:

### **Benefits received:**

- Income Support or Income-based Employment and Support Allowance – most recent benefit letter from HM Revenue & Customs detailing the amount of benefit received.
- Tax credits – Tax Credit Award notification from HM Revenue & Customs for the Tax Year Apr 6th 2015 – Apr 5th 2016 detailing the household income and your Tax Credit entitlement.

### **Or evidence of employment**

- Salaries and wages – P60, month 12 or week 53 payslip; and P9d or P11d if you have received benefits or payments in kind; and P45 if you had more than one employer in the tax year 2015-16
- Self Employment Income – your sa302 form; or Tax Credit award notification; or accountants letter on headed paper
- DSS benefits – a statement of paid benefits from Jobcentre Plus or your social security office.

## **How to apply**

- Students should collect a 16-19 bursary application form from the Post 16 Office. The Post 16 Year Manager will provide support to students in completing the application if required. . Completed application forms should be returned to the Post 16 Year Manager together with relevant evidence.
- At the end of each term, new applications will be invited from eligible students to identify any need not previously applied for.
- At the start of each new term, if there are any new students identified as 'vulnerable', the remaining funds should be recalculated to reflect this, otherwise the funds will be distributed as above.

## **Payment of bursaries – Vulnerable & Free School Meals Only**

- Young people who have successfully applied and who have met the above conditions will be paid the award spread over the academic year at the end of each half term. Payments will usually be paid directly into the student's bank account.
- Crawshaw Academy reserves the right to withdraw any funding if evidence is submitted indicating that the bursary has been received under false pretence

## **Payment of Bursaries – Financial Hardship**

- Students will be paid when all documentation is received and that the criteria has been met in respect of both the financial eligibility and the goods purchased.
- Any student who leaves the Pudsey Confederation before the end of the examination year will be required to return any equipment or books that they have been reimbursed for.
- Crawshaw Academy reserves the right to withdraw any funding if evidence is submitted indicating that the bursary has been received under false pretence
- Payment will not be made until all the documentation (including valid receipts) have been received to support the claim.

### **Decisions:**

- Decisions about bursaries will be made jointly between the Finance Office and the Assistant Principal (Post 16) as follows:
- The Finance Office will make the financial eligibility decision.
- The Assistant Principal (Post 16) will make the decision on attitude to learning; attendance; & completion of coursework; based on REG & attendance data

### **Right of Appeal**

- All students have the right to appeal against any decision made in respect of a bursary awarded or not awarded.
- Appeals must be made in writing and submitted within two weeks of the decision.
- The final decision on appeal is taken by a panel including the Principal and a governor.