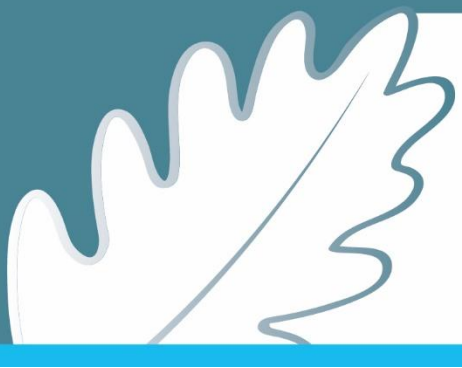
Elms Bank
School & College

Excellence for All

Elms Bank Bursary Fund Policy



Part of the Oak Learning Partnership

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1. INTRODUCTION

1.1 For the purpose of this policy, the "school" is defined as employees, governors, pupils and third parties such as contractors, agency workers and consultants acting on behalf of the organisation.

At Elms Bank we are committed to closing the attainment gap between pupils from poorer and more affluent backgrounds, and ensuring that every young person participates in, and benefits from, a place in 16-19 education and training.

We are dedicated to:-

- Distributing 16-19 bursaries via a fair and equal process that is transparent, accountable and easily understood.
- Ensuring that information regarding the application, award and administration of 16-19 bursaries is publicly available via the school website and main school office.
- Widening access to, and participation in, sixth form education.
- Monitoring and reviewing our policies to ensure effectiveness.
- Setting high targets and objectives to develop a culture of continuous improvement.
- Ensuring adequate resources are available to implement policies, as much as is reasonably practicable.

2. WHAT IS BURSARY FUND?

The 16-19 Bursary Fund is a scheme to help young people facing financial hardship to stay in full time education. For eligible students, the fund can help towards the cost of essential course related costs such as travel to school, equipment, books, essential trips, school clothing, attending college/job interviews and lunch. It applies to expenses during the current year.

3. ELIGIBILITY

The Bursary Fund has two elements:-

3.1 Vulnerable Bursary

A vulnerable bursary may be available to students who fall into one of the vulnerable groups identified below and who are eligible to receive assistance which is normally up to the value of £1200 per year.

(a) Vulnerable groups

(i) Young people in care

(ii) Care leavers

(iii) Young people in receipt of Income Support, or Universal Credit because they are financially supporting themselves

(iv) Young people who are receiving Disability Living Allowance (DLA) in your name and either Employment and Support Allowance (ESA) or Universal Credit

(v) you get Personal Independence Payment (PIP) in your name and either ESA or Universal Credit

(b) Funding is held centrally by the Student Bursary Support Services (SBSS) and schools will draw down funding.

(c) Schools are responsible for identifying and assessing a young person's eligibility.

(d) Evidence to support the application will be needed, such as a letter setting out the benefit to which the young person is entitled or written confirmation of current/previous 'Looked After' status from the relevant Local Authority, or their Leaving Care Review Document.

(e) In addition, if other barriers are identified, learners assessed as being eligible for the discretionary element can also request financial assistance. This could be for clothing, meals, transport, equipment etc. Some students who are eligible for a Vulnerable Bursary may also be eligible for a Discretionary Bursary.

3.2 **Discretionary Bursary**

Elms Bank will ensure that discretionary funding is allocated to the students who are most in need of financial support. This may be awarded on an identified needs basis and at Elms Bank's discretion to cover costs such as books/equipment, transport, meals, accommodation, exam re-sits fees and other miscellaneous items associated with being in learning and will meet the following assessment criteria:

(a) Applicants must be under 19 on 31 August of the academic year in question

(b) Applicants aged 19 or over on 31 August of the academic year in question must have an Education, Health and Care Plan (EHCP)

(c) Applicants 19 or over on 31 August of the academic year in question must be continuing on a study programme that they began aged 16-18

(d) Evidence of household income below £35,000 must accompany the application prior to assessment. As each application is individually assessed, there may be some flexibility, e.g., consideration would be given to the number of dependents in a household

(e) Based on the information received and if financial hardship is identified, the learner may be provided/reimbursed with:

(i) Contribution towards meal expenditure in the school canteen / free school meal vouchers

(ii) Re-imbursement of travel costs upon submission of evidence. e.g. travel tickets/weekly pass

(iii) Other as mentioned above

(f) Where possible, Elms Bank will purchase the necessary resources on behalf of the students. In extreme circumstances the school may arrange for the award to be paid directly into the student's bank account.

4. WHO IS ELIGIBLE TO APPLY?

4.1 To be eligible to apply for the fund, students must:

(a) Be at least 16 and under on the 31 August of the academic year in question

(b) Applicants aged 19 or over on 31 August of the academic year in question must have an Education, Health and Care Plan (EHCP)

(c) Applicants 19 or over on 31 August of the academic year in question must be continuing on a study programme that they began aged 16-18

(d) Have been a resident in the UK for three years preceding 31 August

(e) Be enrolled on a government funded course

(f) Meet the financial criteria.

5. PROCESS

5.1 To apply for a bursary a student must complete an application form and return it to school. All applications to access the 16-19 Bursary Fund must be supported by appropriate evidence as detailed on the application form.

5.2 The application will then be reviewed by the Bursary Steering Group. Please note that there is no guarantee of a bursary even if a student meets the criteria for vulnerable groups. The steering group will meet to consider new applications. The Bursary Steering Group will consist of the Trust Finance Manager, the School Business Manager and the Assistant Headteacher.

6. BURSARY LEVELS

6.1 Vulnerable Bursary

(a) Students aged over 16 and under 19 on the 31 August of the academic year in question.

(b) Applicants aged 19 or over on 31 August of the academic year in question must have an Education, Health and Care Plan (EHCP)

(c) Applicants 19 or over on 31 August of the academic year in question must be continuing on a study programme that they began aged 16-18

(d) Satisfy the criteria set out in 3.1a.

(e) Eligible students may receive bursary assistance up to the value of £1,200 towards the cost of transport, essential course equipment,

trips, uniforms, materials, childcare costs and exam re-sit fees.

(f) Resources will be purchased by the School on behalf of the student wherever possible. In extreme circumstances payments will be made via BACS directly into the student's bank account in arrears. The frequency of the payments into a student's bank account will be decided after reviewing the student's particular circumstances.

6.2 Discretionary Bursary

(a) Students aged over 16 and under 19 on the 31 August of the academic year in question.

(b) Have a gross annual household income of below £30,000. Priority given to students who claim free school meals.

(c) Students within this group may be eligible for an annual bursary towards

(i) The cost of transport

(ii) Essential course equipment

(iii) Trips

(iv) Uniforms

(v) Materials

(vi) Childcare costs

(vii) Exam re-sit fees

(viii) Meals

(d) Resources will be purchased by the School on behalf of the student wherever possible. In extreme circumstances payments will be made via BACS directly into the student's bank account in arrears.

(e) Actual value of any bursary will be dependent on the number of bursary applications received.

7. 16-19 BURSARY FUND AND RECEIPT OF DWP BENEFITS

7.1 Receipt of bursary funding does not affect other means-tested benefits paid to families, such as Income Support, Job Seeker's Allowance, Child Benefit, Working Tax Credit and Housing Benefit.

7.2 However, if a student is in receipt of Disability Living Allowance (or Personal Independence Payments) and Employment Support Allowance or in receipt of Universal Credit, parents can no longer receive certain household/family benefits for that child such as Child Benefit.

8. PAYMENT CRITERIA

8.1 Student's performance is to be monitored and reviewed on a termly basis. Spring and summer term payments will be based upon meeting the criteria

outlined below during the autumn and spring term respectively.

(a) Vulnerable Bursary

(i) Students are guaranteed the payment as long as they continue to attend Elms Bank College and are registered on a full programme of study.

(b) Discretionary Bursary

Receipt of the bursary will be conditional on the young person meeting agreed standards:

(i) Have an attendance rate of a minimum of 85%

(ii) Punctual to all lessons and registration

(iii) Attend all assemblies and enrichments sessions

(iv) Complete a leave of absence in advance for any time off required

(v) Meet behavioural expectations of sixth form students

(vi) Make satisfactory progress against targets and attendall examinations.

9. APPEALS

9.1 Any student who wishes to appeal against the allocation of the Bursary Fund must do so in writing, along with any supporting evidence, to the Head of School.

9.2 Each appeal will be reviewed by the Head of School and another senior leader on a case by case basis against the published criteria for eligibility by the Bursary Steering Group.

10. FRAUD

10.1 Where an application is found to have been made on the basis of a false declaration, the student will be required to repay the entire Bursary Fund and may be asked to leave the course.

Office use:
Academic year /

APPENDIX 1 – BURSARY FUND APPLICATION FORM

Elms Bank – 16-19 Bursary Fund Application Form

This completed Application Form and evidence must be handed into the main office.

Student Details					
Title:		First name		Surname:	
DOB:			Age: *(You must be 16, 17, 18 (and under 19) on 31 August to apply)*		
Address:					
Postcode:		Telephone:		Email:	
Have you the right of abode and been resident in the UK for the last 3				Yes ☐	No ☐

Bursary Criteria
To qualify you must be aged 16 or over and under 19 on 31 August and meet the EFA's residency criteria. The bursary is paid to enable you to attend course with us and will only be paid if your attendance and behaviour meet the required standard as set out in the Bursary Fund Policy.

Vulnerable Bursary Criteria	
To qualify you must fall into one of the below categories and produce the required evidence as stated.	
Are you in receipt of Income Support or Universal Credit (UC)? (evidence required - Income Support or Universal Credit Statement/Letter)	Yes ☐ No ☐
Care Leaver or currently looked after in care or unaccompanied asylum seeker? (evidence required - letter from Local Authority)	Yes ☐ No ☐
Are you in receipt of Disability Living Allowance (DLA) in your name and either Employment and Support Allowance (ESA) or Universal Credit? (evidence required, financial statement showing both DLA and ESA/UC)	Yes ☐ No ☐
Are you in receipt of Personal Independence Payment (PIP) in your name and either ESA or Universal Credit? (evidence required, financial statement showing both PIP and ESA/UC)	Yes ☐ No ☐

Discretionary Bursary Criteria					
Your household income is one of the criteria which will help us to assess your application. If your **TOTAL** Household income exceeds £30,000 per annum; you will not be eligible for a Bursary					
Please tick to indicate what type of evidence you have provided. If you cannot provide evidence then we cannot process your application for bursary payments.					
P60	☐	Income Support/Universal	☐	Full Tax Credit Award Notice	☐
Self-employed earnings (official tax	☐	Other benefits/pension (award letter)	☐	Wage slips for household	☐
Number of dependent children in household:					
Are you eligible for free school meals?			Yes ☐ No ☐		

Please list the names of the household members and relationship to Student:	
Name	Relationship to Student

The amount of financial assistance you will receive is dependent on your personal circumstances. It is intended to help you with the costs of overcoming any financial barriers you may have when attending learning.
Using the table below, please tell us what you will need financial assistance for and how much you believe you will need for each **day** in education.

This information is strictly confidential and will only be used for this assessment purpose.

Assistance Required – please provide details:	How much will you	How many
Travel		
Meals:		
Appropriate Clothing to suit training and placement requirements		
Equipment		
Any other		

If there are any circumstances that are particular to your household and have not been covered above, but you would like us to consider as part of this application, please provide the information here:

Please provide your bank details below, as printed on your bank card or statement.

Bursary payments will be paid directly into Students bank accounts only (by BACS). Please be aware that Providers can choose to pay Bursary awards 'in kind' e.g. by purchasing any equipment required or providing Students with a travel pass.

Account Name:
BIB Reference (Admin use):
Account Number: ☐☐☐☐☐☐☐☐ Sort Code: ☐☐☐☐☐☐

STUDENT DECLARATION

- I declare that the information on this form is true and accurate to the best of my knowledge.

  I have made this claim for Bursary payment, fully aware that any false statements can lead to withdrawal/refusal of any financial support and may lead me open to prosecution.
- I understand that if I refuse to provide information which may be relevant to my claim, the Application will not be accepted.
- I understand that monies I receive under the Bursary Scheme will be paid on condition of standards of attendance and behaviour, as explained in the Bursary Fund Policy.

HOLIDAYS WILL BE UNPAID.

- I will attend regularly and complete the course for which my bursary is supporting me.
- When changes to my household financial circumstances occur (which may result in changes to my claim), I confirm I will notify my institution immediately.
- I will notify my institution immediately with any changes to my Bank/Building Society details.
- I understand that monies I receive under the Bursary Scheme have been awarded to provide me with financial support to allow me to continue in education, and if I leave education all financial support will stop.
- I understand that I do not have an automatic entitlement to Bursary payments, and all payments are based on the information I have provided.
- I am clear that the Bursary payments I receive are to provide me with means to remain in education and are to be used for items such as: books, equipment, travel costs, meals, additional costs i.e. trips, miscellaneous course costs.
- I understand I have the right to appeal if I disagree with the outcome of my Bursary Application. This appeal should be made to my institution, but if I feel I have not been treated fairly, I can follow the Complaints Procedure as explained during the Induction/Welcome Programme.

I confirm I have read the 'Bursary Fund Policy' which was given to me with this application.

Applicant Signature: **Date:**

Parent/Carer Signature: **Date**