**CHILWELL SCHOOL**

**Bursary Fund Policy 2020-21**

**Introduction**

The bursary fund is designed to help those young people between the ages of 16-19 who face the greatest barriers to continuing in Post-16 Education. The Bursary award has two main elements the **Vulnerable Student Bursary**,and the **Discretionary Bursary**.

**Eligibility**

To be eligible to receive a 16-19 Bursary in the 2020/21 academic year, the young person must be aged 16 or over and under 19 on 31 August 2020. Where a young person turns 19 during their programme of study, they can continue to be supported to the end of the academic year in which they turn 19, or to the end of the programme of study, whichever is sooner. In general, bursaries should be paid only to young people who are aged 16 or over on 31 August before the academic year in question. Institutions may, in exceptional circumstances, use their discretion to pay bursaries to younger students – for example, if they are following an accelerated programme.

Young people should satisfy the residency criteria in the *EFA Funding Guidance for Young People 2020/21.* This document sets out the evidence that is required to confirm eligibility.

Young people should be participating in provision that is subject to inspection by a public body that assures quality (e.g. Ofsted). That provision must also be:

 funded by the EFA either directly or via a local authority (this includes EFA tendered ‘zero funded’ provision); or

 funded or co-financed by the European Social Fund; or

 otherwise publicly funded and lead to a qualification (up to level 3) that is accredited by Ofqual or is pursuant to Section 98 of the Learning and Skills Act 2000.

Priority will be given to applications from students who, without extra finance, would find it difficult to continue with post-16 education. Students will therefore need to demonstrate the reason for support and should attempt to access all other available funding sources prior to being considered for 16-19 Bursaries. In **general** students must meet at least one of the following criteria:

* be able to demonstrate financial hardship
* are disabled, mentally ill or have learning difficulties
* Be economically disadvantaged (families on Universal Credit or low income)
* are homeless, in care, recently left care, on probation, young parents or others considered “at risk” or those who are supervised by a Youth Offending Team.
* have a total gross family income **OF LESS THAN** **£25,000** per annum excluding income earned by siblings living in the family home.
* are receiving or eligible to receive free school meals.
* are carers, either for their own child or another person.

Appropriate evidence confirming eligibility will be required:

Evidence of Benefits Received

* Universal Credit – most recent benefit letter from HM Revenue & Customs detailing the amount of benefit received.
* Tax Credits – Tax Credit Award Notification from HM Revenue & Customs (TC602) for the tax year April 1st 2019 to March 27th 2020, and/or TC602 relating to 1st April 2019 to 27th March 2020
* detailing your 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 2016-2017 .
* Self Employment Income – Your SA302 form; or Tax Credit Award Notification; or Accountants letter on headed paper.
* Taxable social security benefits – a statement of paid benefits from Job Centre Plus or your Social Security Office.

**Conditions for a Bursary award**

In order to qualify for a bursary the student must meet and/or adhere to the following criteria:

* Follow the Post-16 Code of Conduct.
* Attendance of 100% is expected. Any absences must be covered by a doctor’s note or letter from parent/carer.
* Students must have ‘Attitude to learning’ grades of satisfactory or above in the latest round of progress checking.
* have no outstanding cause for concerns logged
* have no outstanding school resources left to return

Completion of work/progress will also be monitored and any student persistently failing may have their bursary withdrawn or their application turned down.

**Deadline for applications**

**Initial applications for the guaranteed bursary must be made before Friday September 25th2020 so that funds can be allocated.**

**Vulnerable Student Bursary**

This bursary of £1200 is available to students who fall under one of the following vulnerable groups:

* you’re in or recently left local authority care
* you get Income Support or Universal Credit because you’re financially supporting yourself
* you get Disability Living Allowance (DLA) in your name and either Employment and Support Allowance (ESA) or Universal Credit
* you get Personal Independence Payment (PIP) in your name and either ESA or Universal Credit

You may get the full amount if you have expenses and study full-time on a course of at least 30 weeks.

You’ll usually get less than the full amount, or no bursary, if one of the following apply:

* your course is shorter than 30 weeks
* you study part time
* you have few expenses

**Making an Application**

Applications are made using the application form (see policy appendix). Students must provide evidence that they fall into one of the categories above by providing official evidence from the awarding body (e.g. Support Allowance letter, Nottinghamshire ‘In Care’ letter).

This does not prohibit students from applying should they fall into the vulnerable group within the year. Students will then be allocated the bursary ‘pro-rata’ based on the number of school weeks left (based on 30 school weeks a year).

**Payments**

The bursary payment will be split into 3 school terms with £400 value of educational resources being provided each term. Please see policy appendix for examples of range of educational resources that the bursary is designed to cover. Guaranteed bursary applicants must use all of their bursary allocation by the end of the academic year.

**Discretionary Bursary**

This bursary is available to all students who are facing financial difficulty and who do not qualify for a Vulnerable Student Bursary, have an **evidenced specific need** for an educational resource as outlined below and a gross combined household income of less than £25,000 excluding income earned by siblings living in the family home.

**Qualifying Educational Resources**

Students may make an application to the bursary fund for resources that will help them overcome any financial barrier to learning. Resources may include the following:

* Transport costs
* Educational Visit costs
* Texts books/ folders / stationary / other equipment
* Meals
* Subject specific clothing and/ or protective clothing
* Extended learning costs (Open day transport or accommodation / Summer
* school costs or accommodation)
* Childcare support
* Living costs

This list is by no means exhaustive and any application made by a student to help them remain in education will be considered by their own merit and is not guaranteed.

**Making an Application**

Applications are made using the application form (see policy appendix).

Students must detail both the difficulty they are facing to provide the resource themselves, the resource they would like purchased and the purpose of the resource. Students who are deemed most in need will be given priority relative to the funding available. Families may provide evidence to support their claim in reference to the eligibility criteria outlined above.

**Payments**

A one off full or part payment will be made to the student. Proof of purchase will be required. Where appropriate, within six weeks of the discretionary award being paid.

**General Appendices**

**Notification**

You will be notified of your allocation by the Finance Office.

**Appeals Procedure**

Any appeals to the bursary awarded must be made in writing to the Head of Sixth Form within 7 days of the non-award.

**Fraud**

Fraudulent claims for bursary allocations will be referred to the Police. Students found to make fraudulent claims will be required to refund all payments received and will receive either a fixed term or permanent exclusion from the 6th form

**Late comers**

Students entitled to bursaries joining courses later in the academic year will receive a pro-rata allocation.

**Payment**

Students must open a bank account as payments will be made from the school directly to their accounts. Any student faced with difficulties in opening a bank account should immediately contact the Head of Sixth Form.

**Administration**

All administration of the bursary is carried out by the Finance office and all initial queries regarding payments or decisions should be addressed to the business manager in the first instance.

***The school reserves the right to withdraw or stop bursary payments if outlined conditions are not met accordingly.***

**CHILWELL BURSARY APPLICATION FORM**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| CIRCLE TYPE OF BURSARY APPLIED FOR | | VULNERABLE STUDENT | | | | | | DISCRETIONARY | | | | |
|  | |  | | | |  | | |  | | | | |
| NAME: | | | | | | DATE: | | | | | | | |
| DOB: | | | | | |  | | | | | | | |
| ADDRESS: | | | | | |
|  | |  | | | |  | |  | | | | | |
| **Details of the Educational resources applying for with approximate costs;** | | | | | | | | | | | | | |
|  | |  | | | **Total Bursary requested:** | | | | | |  | | |
| **Explanation of financial barriers/hardship:** | | | | | | | | | | | | | |
| Evidence will be required to support case | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
|  | |  | | | | Signed: | | | | | | | |
|  | | | | | | | | | | | | | |
| OFFICE USE ONLY | | | | | | | | | | | | | |
| **Date Received** |  | | **Passed? Y / N** | | | | **Date passed** | | |  | | | |
| **Evidence provided** | | | | | | | | | | | | | |
| Three months’ pay slips & Bank Statements | |  | | P60 | | | | | | | |  | |
| P45 | |  | | Tax Credit Award Notification | | | | | | | |  | |
| Benefit support letter | |  | | Self Employment Evidence | | | | | | | |  | |