

16-19 Bursary Funding Policy 2020-21

- a) This policy applies to all academies managed by Wootton Academy Trust (WAT)
- b) This policy was adopted by WAT in September 2013
- c) This policy was reviewed in July 2020 by WAT
- d) The next review is due in June 2021

Introduction

A key priority for the Government is to close the gap in attainment between those from poorer and more affluent backgrounds, and to ensure every young person participates in and benefits from a place in 16 to 19 education or training.

The 16 to 19 Bursary Fund provides financial support to help students overcome the specific financial barriers to participation they face so they can remain in education. WAT administers the 16 to 19 Bursary Fund on behalf of the Education and Skills Funding Agency (ESFA).

There are 2 types of 16 to 19 bursaries:

- bursaries for defined vulnerable groups of up to £1,200 a year
- discretionary bursaries, details of which are set out in this document

The ESFA determines the eligibility criteria for the vulnerable bursary whilst WAT determines the eligibility criteria for the discretionary bursaries. The Trust ensures students are eligible for either bursary through the application process. With both types of bursary, the actual amount paid will be dependent on the specific financial needs of each student.

The Trust expects the college to ensure that the operation of its bursary funding policy does not impact adversely on any particular group.

Eligibility

To be eligible to receive a 16-19 Bursary, a student must be aged 16 or over and under 19 on 31st August 2020. The only exceptions are where a student aged 19 or over is continuing on a study programme they began aged 16 to 18 or if they have an Education, Health and Care Plan (EHCP).

Students must also satisfy the residency criteria set out in the ESFA funding regulations, namely a student must have a legal right to be resident in the UK at the start of their study programme.

Students should be participating in provision that is “subject to inspection by a public body that assures quality and funded within the relevant guidelines”. Attendance at Kimberley College meets this requirement.

16-19 bursary funding is provided to support students in the following categories:

Level 1a: Payments to Students in a defined vulnerable group (up to £1,200 per annum)

- Young people who are in the care of the Local Authority or who have recently left Local Authority care;
- Young people receiving universal credit or income support in their own name;
- Disabled young people in receipt of Disability Living Allowance or Personal Independence Payments (in their own name) as well as Employment and Support Allowance or Universal Credit (in their own right).

Students should only receive the amount they actually need to participate and institutions should not automatically award students £1,200 if they do not need the full amount.

Equally a vulnerable group student can be paid more than £1,200 if an assessment confirms they need extra help to remain in education. Any such payment would be through the discretionary bursary fund.

Level 1b: Discretionary payment

Payments of up to £1,200 per annum where a student lives in a household where the gross income or equivalent meets the free school meal eligibility criteria (currently £16,190* or less per annum).

Level 2: Discretionary payment

Payments of up to £1,000 per annum where a student lives in a household where the gross income is between £16,191 and £24,999*.

Level 3: Discretionary payment

Payments of up to £850 per annum where a student lives in a household whose gross annual household income is between £25,000 and £29,999*.

*** Household income boundaries increase by £1000 for each additional child under age of 18, after the first 3 children.**

In line with the bursaries for defined vulnerable groups, students should only receive the amount they actually need to participate and the college will not automatically award students maximum payment if they do not need the full amount.

Free School Meals (FSMs)

The government now allocates provision for FSM through the 16-19 Bursary Fund.

Therefore, eligibility for FSM will be assessed during the bursary application process. The criteria to be eligible for FSMs are a household receiving one or more of the following benefits:

- Income Support;
- Income-related Employment and Support Allowance;
- Income-based Job Seekers Allowance;
- Child Tax Credit but no Working Tax Credit where combined annual income is not above £16,190;
- guaranteed element of State Pension Credit;
- Support under Part VI of the Immigration and Asylum Act 1999.
- Universal Credit – if you applied on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

If eligible a student is entitled to up to £3.00 a day of the cost of food/drink purchased at the college café and canteen.

Notes

1. Annually, the ESFA indicates the maximum level of bursary funding for vulnerable students. The maximum level of funding per vulnerable student in 2020-2021 is £1200 per annum.

2. It is not envisaged that the maximum level of funding for discretionary bursary allocations will ever exceed the figure for vulnerable students.
3. The total funding available in each college is dependent on a formula determined by the ESFA based on the socio-economic profile for the college. In 2020/2021 the level of funding allocated to Kimberley College is £47,076.
4. WAT reserves the right to withhold up to 5% of the fund to meet administrative costs associated with administering the bursary.
5. WAT reserves the right to adjust the household income thresholds upwards at any point during the year. If this happens it will publicise the change on its websites and in Sixth Form Assemblies.

Review of the policy

The policy will be reviewed **annually**. The Head of College will lead the policy review. The review process will include the following:

1. The views of students will be sought;
2. A comparison with the 16-19 Bursary Policies of other 16-19 providers to ensure the policy remains relevant and robust.
3. Reviewing any best practice guidance from the ESFA and the Department for Education.

Following each review, any updates and amendments will be proposed to the Executive Principal who will be responsible for approving changes.

Policy

1. It is our policy to publicise and promote the availability of this funding to students, parents/carers, tutors at regular intervals including:
 - i. At the point of application;
 - ii. At the point of induction;
 - iii. At the point of registration/commencement of studies;
 - iv. At termly intervals after the commencement of courses;
2. It is our policy to promote bursary funding using:
 - i. Verbal information, leaflets and emails;
 - ii. Kimberley College website;
 - iii. Year 12 and Year 13 Assemblies and guidance sessions.
3. It is our policy to invite applications from students using an application form which is available in the Sixth Form Bursary Administrator's Office [Room 1N22] and also on the college website.
4. Where we believe other students may be eligible who have not applied using the above process, it is our policy that a member of the Pastoral Team will meet with these students (for example, where information on the sixth form admission questionnaire indicates students may be eligible for a bursary or where the Sixth Form Team is given other information by students, parents/carers or professionals).

5. Completed application forms must be returned to the Sixth Form Bursary Administrator who will log all applications.
6. It is our policy that successful applications should be assessed and the amount awarded according to the level of income and number of qualifying applicants. The level of income being initially set at up to £16,190 for L1 bursary payments, up to £24,999 for L2 bursary payments and up to £29,999 for L3 bursary payments.
7. It is our policy that the applicant must provide supporting evidence to confirm household income details. Household income can be evidenced by receipt of benefit and P60, Tax Credit Award Notice or evidence of self-employment income. All evidence of household income will be in strict confidence.
8. It is our policy that all applications will be reviewed by the WAT Bursary Approval Panel. This will normally consist of the Sixth Form Bursary Administrator, Assistant Principal [Pastoral Lead] and the Finance Lead. All applicants will be informed as to the outcome of their application. In the case of unsuccessful applications, the reasons why will be recorded and if there are any issues arising from decisions made by the panel they will be referred to the Head of College in the first instance.
9. It is our policy that where possible payments are made in kind (e.g. payment in kind: purchase of travel pass, purchase of school meals in advance), otherwise payments are *normally* made half termly into students' bank accounts by an electronic payment. However, where appropriate, or necessary, payment can be made using other timescales and means.
10. Typically, bursary funding is to offer support with transport, books and equipment, field trips and other course-related costs. Bursary support is available to contribute to the costs of attending industry placements, university interviews and open days.
11. It is our policy that before each subsequent payment is authorised the eligible young person needs to re-confirm their eligibility by completing a simple pro forma – including comment on what they have used funding for under given headlines (travel costs, course costs, school trips, meal costs, other specified course related costs) and returning it to the Sixth Form Bursary Administrator.
12. It is our policy that the young person eligible for the discretionary bursary must reach specific performance and attendance targets (i.e. no more than 10 days' sickness absence over the academic year except for exceptional circumstances, 'Attitude to Learning' is at **least** a grade 3 in all subjects and attendance is at **least** 95% within any individual half-termly qualifying period combined with no unauthorised absences or exclusions) in order to qualify to receive further payments. Attendance includes all timetabled lessons, personal tutorial sessions, assemblies and any additional study programmes which are put in place for the student. Holidays will not be counted as authorised absence. Approved Examination Study Leave, participation on approved educational trips, or approved representative activities will be counted as an attendance. If students are unacceptably late for

lessons or personal tutorials, then these will count as an absence. If students do not meet the criteria stated above, their payments will be decreased by each week this failure applies.

13. The Finance Lead and Head of College will authorise the subsequent payments having confirmed these conditions have been met.
14. It is our policy to monitor the use of bursary funding using the information provided to the Trust by students.
15. It is our policy that where an application is not approved, or where a subsequent payment is withheld, the applicant will be told in writing and be entitled to request a meeting to appeal the decision with the Head of College.
16. It is our policy that students may submit applications during the academic year after the deadline for initial applications. In these circumstances, it is our policy that those applications approved will lead to payments being made from the next payment point.
17. Senior staff will monitor the progress and attainment of students receiving the 16-19 Bursary Funding and where necessary intervene to provide additional support.
18. It is our policy that each year, an annual report of how the funding was allocated to young people and what it was used for will be produced for the Kimberley College Local Governing Board. If appropriate, these reports might include case studies. Where these are used it is our policy that the identity of the student will remain anonymous.

Appendix 1



KIMBERLEY
SIXTH FORM COLLEGE

16-19 Bursary Application Form 2020/21

Part 1: Student Details	
Forename	
Middle Name/s	
Surname/Family Name	
Date of Birth	
Country of Birth	
Age on 31 August 2020	
Do you regularly live at more than one address? (please circle answer)	Yes No
Home Address (Where you live most of the time)	
Postcode	
Telephone Home	Mobile
Email Address	

Part 2: Parental Contact Details		
	Parent/Carer 1	Parent/Carer 2
Title		
Forename		
Surname		
Relationship		
Address		
Postcode		
Telephone		
Email Address		

Part 3: Household Details

Please list **everyone** you live with and their relationship to you

Name	Relationship to you e.g. mother, father, brother, sister, step-mother etc.	Age if under 18

Part 4: Declaration of residency

I declare that I have been a resident of the UK for at least 3 years and I am prepared to evidence this.	
Do you have an EU passport? Please bring original passport in with this application	
Signature of student	
Confirmed by Establishment	

Part 5: Funding applied for

Please indicate the type of funding you are applying for by ticking the appropriate box:
(If you are unsure please leave blank)

L1 Bursary: income up to £16,190* per annum or looked after by the local authority (complete section 5a if applicable <u>and</u> 5b)	
L2 Bursary: income up to £24,999* per annum (please go to section 5b)	
L3 Bursary: income up to £29,999* per annum (please go to section 5b)	
Free School Meals - If you qualify you will have a daily amount of £3.00 at the café/canteen to spend on food and drink.	

* Household income boundaries increase by £1,000 for each additional child under age of 18, after the first 3 children.

Section 5a

Please tick the appropriate box:

- You are looked after by a Local Authority (in care) *
- You are a Care Leaver *
- You receive Income Support or Universal Credit in your own name
- You are a disabled student in receipt of Employment Support Allowance/Universal Credit **and** Disability Living Allowance/Personal Independence Payments in your own name

* If you are in care or a care leaver, you will need to bring a letter from the local authority which cares for you (e.g. from your Social Worker) confirming your current or previous looked-after status and your current address. The letter must state your full name and date of birth.

Section 5b	
Please indicate which of the following benefits/income you or your household are currently in receipt of. Please send the evidence indicated to support this income (original documents please – they will be returned to you)	
Type of Income	Evidence required
Waged income	Payslips for the last 3 months consecutive months
Tax Credits	2020/21 Tax Credits Notifications - all 6 pages required
Income from self-employment	Annual tax review (if self-employed) Most recent audited accounts (within past 12 months) Letter from a qualified accountant confirming income
Benefits - IS, JSA, ESA & LASS	Letter from Job Centre plus/DWP showing means tested benefit
Universal credits	Universal Credit Award – full award information for the last 3 months
Guaranteed Pension Credit	Pension credit - guaranteed element
Nil income (both required)	Most recent bank statement Please provide evidence of income for the rest of the household
Please hand in your completed form even if you do not yet have all your evidence . Tick this box to indicate that you will supply further documents when they arrive.	

Part 6: Payment Details	
Bank Account must be in the sole name of the student	
Name of Bank	
Account Holder's Name (student)	
Account Number or Building Society Roll Number	
Sort Code	

Part 7: Declaration	
I certify that the information given above is correct and understand that the College has the right to reclaim any funds and equipment costs if I am found to have provided incorrect information.	
Signature of parent/carer	
Signature of student	

Part 8: Statement/Behaviour standard

The continuance of Bursary payments for each half term will be subject to the following criteria;

Attendance must be at least 95%, with no N marks (unexplained absences), O marks (unauthorised absences) or exclusions, your effort grades must be C or above in all subjects, you complete a 'Money Spent and Confirmation of Eligibility form', and have no more than 10 days' sickness absence over the academic year except for exceptional circumstances.

I accept the above terms:	(Signature of student)
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Please return this form with your supporting evidence to: Kimberley College Room 1N22.

If you need any help completing the application form or require further information, please contact Ms Nichols, in confidence, on 01234 762890 ext.406 or Bursary@wootton.beds.sch.uk