



# **KENILWORTH SCHOOL & SIXTH FORM**

## **16-19 BURSARY POLICY**

### **NOVEMBER 2014**

#### **POLICY DETAILS**

Date of policy: November 2014

Date of next review: November 2016

Member of staff responsible for overseeing that this policy is implemented and regularly

Date of policy : November 2014

Date of next review: November 2016

Mr N. Mummery Assistant Headteacher

## 16 – 19 Bursary Fund Policy 2014/15

### Section 1: Introduction

Kenilworth School & Sixth Form receives an annual allocation of 16 – 19 Bursary Funds from the Young People's Learning Agency (YPLA) to assist young people who face the greatest barriers to continuing in education or training post 16. If you are aged between 16 and 19 years old and think you might struggle with the costs for full-time education or training you may be eligible to receive a bursary.

Kenilworth School & Sixth Form operates the scheme in compliance with the EFA 16 – 19 Bursary Fund – Guide for 2014/15 and this policy sets out our approach to the use of the Bursary Fund in 2014/15. This policy will be reviewed annually in July.

### Section 2: Student Eligibility

The 16 – 19 Bursary has two elements:

- Students in the '**vulnerable group**' as defined by the EFA (eg young people in care, care leavers, young people in receipt of income support or universal credit and disabled young people in receipt of Employment Support Allowance who are also in receipt of Disability Living Allowance) will be eligible to receive a **Guaranteed Bursary Award** of £1200 per year.
- We will then make individual **Discretionary Bursary Awards** that best fit the needs and circumstance of our students. Bursary awards will be targeted towards students facing financial barriers to participation and achievement, such as the costs of transport, meals, books or equipment etc.

To be eligible to receive a bursary you must be:

- Aged over 16 and under 19 on 31 August in the academic year in which you start your course.
- Resident in the EU for 3 years or more.
- Enrolled on post 16 courses.
- On a means-tested benefit, or dependent on parents on a means-tested benefit (we will use eligibility for Free School Meals in the first instance), in financial hardship or in the 'vulnerable group' as defined by the EFA above.

### Section 3: Application and Assessment Procedure

Please use the Kenilworth School & Sixth Form 16 – 19 Bursary Fund Application Form.

If you are applying for the **Guaranteed Bursary Award** you must be able to provide evidence that demonstrates you meet the eligibility criteria set out above to receive an award up to £1200 p.a.

If you are applying for a **Discretionary Bursary Award** you must be able to provide evidence that demonstrates you or your parents/carers are in receipt of a means-tested benefit and/or that you are in financial hardship. We will use our discretion to make awards to students in ways that best fit their needs and circumstances.

Priority for these discretionary awards will be given in the first instance to those students eligible for **Free School Meals**. An application form can be accessed via the Warwickshire County Council Website (<http://www.warwickshire.gov.uk/freeschoolmeals>). You and the school will be informed as to whether your application has been accepted. All eligible students are encouraged to apply for Free School Meals as soon as possible.

**Please note:** the Bursary Fund is a limited amount of money and will be distributed according to need in the fairest way possible. The value of any Discretionary Awards will depend on the total demand on the Fund. A portion of the Fund will be retained for contingency, i.e. claims in the year.

### Section 4: Payments

#### **Guaranteed Bursary Awards**

This will be paid monthly (eg 10 payments of £120)

#### **Discretionary Bursary Awards**

Those eligible will be paid preferably via BACS. The value of the award will be at the school's discretion and will be dependent upon numbers of student's eligible. Benefits might include subsidy of bus passes, resit fees, UCAS fees, train tickets to open days, equipment for studies, clothing, trips etc. The funds can be used to pay for the benefit directly or to reimburse any expenditure supported by a receipt.

A significant portion of the total fund will also be awarded on a discretionary basis to **any** individual student in genuine financial hardship for specific benefits-in-kind.

**Payment of any Bursary will be conditional on you maintaining high standards of attendance (minimum of 90%), achievement and punctuality.**

To receive bursary payments you must normally have a bank account in your own name that will accept BACS payments (it is not possible to make BACS payments into a post office account). If you do not have a bank account, you will need to apply to open one.

Books, reference materials and non-consumable equipment funded by the Bursary remain the property of Kenilworth School & Sixth Form and must be returned at the end of the course, or before if you leave early.

Payment of a Discretionary Bursary is subject to the availability of funds and any Bursary awarded to support you whilst you are on a course does not guarantee support for any subsequent courses.

You will be required to repay any overpayment resulting from early withdrawal from a course.

### **Section 5: Records and Data Protection**

Staff involved in administering the 16 -19 Bursary will comply with Kenilworth School & Sixth Form's policy on the storage and transfer of information supplied in the course of application and payment of funds.

### **Section 6: Fraudulent Claims**

We must protect public funds from the possibility of fraudulent claims. We ask for detailed information and may invite applications for interview so we can distribute funds fairly. If your claim is considered fraudulent during our spot checks or auditing processes we will request that the money awarded to you is repaid in full. If you fail to repay your award, we may take court action.

### **Section 7: Appeals and Complaints**

If your application is unsuccessful you have the right to appeal against the decision; you may also appeal about the amount or type of award by writing to Mr Mummery, Head of Sixth Form. Your letter should clearly state why you feel the award should be reconsidered. You may be invited to provide additional information or invited to discuss your individual circumstances as part of your appeal.