



16 – 19 Bursary Fund
Policy and Procedures

Date of approval by Governors: January 2014

Next review date: September 2015

This policy document and the content contained therein remains the responsibility of the Senior Leadership Team and the Trustees. No amendments can be made without their express instruction. The Senior Leadership Team remain the final arbiters in all matters relating to this policy.

1. Introduction

This policy and protocol is supported by the members of the Warrington 14-19 Partnership and has been approved by the schools Governing Body. It has been written following the YPLA national guidance for the assessment of eligibility and payment for Bursary funds as published in June 2011.

The Bursary Funds are paid by the Government to Great Sankey High School for the students of Barrow Hall College (BHC) so that the college may provide financial help to students whose access to, or completion of education might be hindered by finances. The bursary will be divided into 2 categories:

A) Vulnerable Learner Bursary

Those who are

- Young People in Care
- Care Leavers
- In receipt of Income Support
- In receipt of Employment Support Allowance together with Disability Living Allowance,

are eligible to receive a Bursary of £1,200 based on a full academic year of at least 30 weeks.

B) Mainstream (Discretionary) Bursary

Learners who are not deemed to be 'vulnerable Learners' are eligible to apply for a Mainstream Bursary. These are means tested and are targeted at those facing financial barriers to participation. They can be used to support costs for:

- Transport (for those living more than 2 miles from the place of study)
- Meals
- Books , Equipment and materials
- Course related visits
- UCAS fees and travel to interviews/open days
- Sports activities
- One off emergency costs
- General hardship
- Other discretionary

The priority for Mainstream Bursaries will be highlighted in section 4. Criteria and Eligibility For Payment.

2. Policy Aims

The policy is written to ensure that the fund is administered in accordance with Department of Education guidelines. It should further ensure that

- the roles and responsibilities of staff and students are explicit
- the application procedure is clearly explained
- the appeals procedure is clearly explained
- a process is in place for the Governing body to receive reports on the administration of the fund
- the eligibility criteria and payment process are clear

The Department of Education has allocated the school a fixed sum of money to distribute for the 16-19 Bursary. The full allocation will be distributed to the students of the college. The school may retain up to 5% of the total allocation to meet administration costs.

Further details can be found by following the link:

www.education.gov.uk/publications/standard/Post16Learning/Page1/EFA-00062-2014

3. Criteria And Eligibility For Payment

3.1 Young People Who Are Not Entitled To Apply For a Bursary

- Students can not apply for a bursary if they are participating on higher education courses, waged apprenticeships or who have been released on a temporary license from prison or a young offender institution.
- Students who have been issued discretionary bursary funds and who have not subsequently provided the finance department with receipts that have been requested when the funds were issued

3.2 Guaranteed Bursary

The Department of Education states that students in the following list (Guaranteed Bursary) will receive £1200 for the year based on enrolling on a full time funded course and that the school may then use their discretion (Discretionary) to make awards to other young people.

- Young people in care
- Care leavers
- Young people personally in receipt of income support
- Disabled young people in receipt of Employment Support Allowance who are also in receipt of Disability Living allowance (Evidence of the above will be required by the Academy)

3.3 Mainstream (Discretionary) Bursary

The priority for Mainstream Bursaries will be given to those students who are registered on school/college databases as eligible for free school meals or who meet the criteria as set out below:

- Statement from the LA for Children in Care or evidence of a known address
 - Income Support
 - Income-based Job Seekers Allowance or Employment and Support Allowance
 - Support under Part VI of the Immigration and Asylum Act 1999
 - The Guarantee element of State Pension Credit
 - A P60
 - Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income (as assessed by HM Revenue and Customs) and that does not exceed £16,190
- Dependant on demand, limited Mainstream Bursaries may also be available for those students whose parents/carers have an annual income of less than £21,000 per annum income (as assessed by HM Revenue and Customs).

The value of Mainstream Bursaries will be dependent on individual need; however they would not normally exceed £800 based on an academic year of 36 weeks for year 12 and 30 weeks for year 13. The amount allocated for the bursary will be calculated based on the number of applications received for the bursary fund.

One off Bursary payments may also be made to those facing emergency short term financial hardship such as transport home or a meal allowance for a given day.

4.0 Responsibilities

4.1 Student

Students will need to:

- Provide accurate information, and appropriate documentary evidence upon request.
- Inform the college of any changes in their financial circumstances.
- Maintain an attendance pattern that is no less than 95% for all learning sessions on a two week basis. This equates to no more than 9 missed college days.
- Ensure they comply with any conditions set out in a behaviour contract in line with the colleges' disciplinary/monitoring procedures.
- Make good progress against targets that may include the completion of coursework.
- Complete all assessment/examinations as set out in their programme guide.

If a student withdraws from the college, payments will cease immediately. If any student, parent or carer is found to have made a false statement in relation to claims for support from the Bursary Fund, payments will cease with immediate effect and disciplinary/legal action may be taken to recoup any funds that are deemed to have been inappropriately allocated. All cases of fraud will be reported to the appropriate authorities.

Any appeals against decisions made should be made in writing and addressed to Head of College for BHC. (More details in section 6.00)

The following foreseeable events will not be counted as an absence in relation to the bursary payment

- A medical appointment (for the learner or a family member for whom they have a caring responsibility) which cannot be arranged outside of college or school.
- A particular need to look after a family member or another person for whom the student has a caring responsibility.
- Religious holidays.
- A University Open Day or interview.
- A career related interview.
- Participation in a significant extra-curricular activity such as Sport Teams or Duke of Edinburgh.
- Attendance at a court hearing or probation meeting.
- Attendance at a funeral.
- Transport disruption due to bad weather or other such emergency
- Taking a driving test
- Undergoing duties on behalf of the school or college
- Exceptional medical circumstances where the student has an infectious or notifiable disease and is instructed to remain at home for health and safety reasons.
- Any other reason that the Head of Year or Head of College for BHC considers fulfils the spirit of this list.

4.2 The Head of College for BHC

The Head of College for BHC will:

- Oversee the administration of the fund.
- Make decisions on applications made with the support of the finance department.
- Ensure that decisions for award/refusal are accurately recorded.
- Liaise with the Finance department to ensure timely payment of funds.
- Liaise with the Finance department to ensure that audit requirements are met.
- Ensure that the fund is publicised in an appropriate manner.

- Consider any student appeals.
- Keep the policy and procedure documentation up to date.

4.3 College Manager

The College Manager will:

- Liaise with Achievement Leaders in providing up to date information to parents, carers and students.
- Collect application forms from students.
- Forward the paperwork to the finance department.
- Inform students of the decisions made following their application.
- Issue and collect Bursary contracts from students.
- Monitor attendance and inform the finance team, Head of College for BHC and Achievement Leaders of any breaks in contract.
- Issue and log bursary payments made to the students.

4.4 Finance Department

The finance department will:

- Ensure funds are paid to students in accordance with the Head of College decisions
- Liaise with Head of College to ensure audit requirements are met
- Produce reports for the Head of College, Headteacher and Governors on Bursary allocations
- Authorise payments in a timely manner through College Manager at BHC.
- Keep records in accordance with the normal finance procedures.
- Reserve 5% to cover administration costs
- Hold a reserve of 10% of funds to deal with emergencies throughout the year.

5. Application Procedures and Appeals

To make an application a student must obtain the application form (appendix 1), complete it and return to College Manager who will forward to the Head of College and the finance department for consideration. The Head of College will consider each claim and make a decision in accordance with the fund guidelines/this policy. A brief explanation of the decision will be recorded in the appropriate place on the application form. If the application is successful it will be forwarded to the Finance Department for payment, if unsuccessful the Head of College will return the application to College Manager who will inform the student, make a note in the log and file the application form appropriately.

Any application that failed can be appealed by the student. The student should make this appeal in writing within 5 working days to the Head of College for BHC and deliver it to the College Manager who will record receipt of the appeal. The Head of College will inform the student in writing/email of his/her decision within 10 working days, attaching a copy of the letter/email to the application which is then sent either back to the College Manager if unsuccessful or Finance Department if successful.

6. Timings-Processing and Payments

Students are only eligible for payments if they are enrolled and attending BHC. Applications for the Bursary funds may be made in the time periods below

6.1 Guaranteed Bursary

For a response by the 30th September a completed application with evidence should be received by the 12th September. All other applications will receive a response within 10 working days. Payments will be made pro-rata from the date a fully evidenced application was received. Payment will be £400 per term (pro-rata for applications received after 12th September) via BACS or by cheque, payments will be made in £100 blocks

Autumn term

Initial £100 payments will be made on the 26th September for all those successful applications submitted on the 12th

September with all other payments being made within 10 working days of the application being approved, subsequent payments will then be made on the 1st of November, December and January

Spring term

Initial £100 payments will be made on the 13th January for all prior approved applications or within 10 working days of the application being approved, subsequent payments will then be made on the 1st of February, March and April

Summer term

Initial £100 payments will be made on the 13th April for all prior approved applications or within 10 working days of the application being approved, subsequent payments will then be made on the 1st of May, June and July

6.2 Discretionary Bursary

All applications received in a week Monday to Friday will be considered and the student informed within 10 working days of the outcome of their application.

The closing date for the initial application is September 20th. Due to the number received in this period, confirmation and back payment will be issued by the 20th October for the first half term. Following this, payments will be made on a fortnightly basis subject to the contract being fulfilled. Once unauthorised absence exceeds 9 days then the bursary payment will cease for the remainder of the year. In year applications can be submitted and information returned to students within 10 working days from receipt of the application. Payments will be made from that point where appropriate on a pro rata basis.

Payments will be made on a 2 week cycle.

Signed..... *Date*

Chair of Governors

Appendix

16 to 19 BURSARY CONTRACT

BHC 2014/2015

(Fortnightly Payments)

You will receive all your payments if you meet the requirements set out below. These requirements are:

- 95% attendance throughout the academic year (this equates to no more than 9 missed college days)
- Punctual attendance at **all** lessons

CONDITION ONE: 100% attendance throughout the academic year except in exceptional circumstances where an absence is authorised. If absence is not authorised, there will be no payment for the week in question. All of the Bursary payment for that week will be lost; the scheme does not allow part-payments for the allowance. You need to apply for authorised leave in advance before taking time off for any reason. Failure to apply for leave in advance will result in your payment being stopped for that 2 week period. Once your absence exceeds the 9 days then payment will cease as this will be viewed as a break in contract.

AUTHORISED LEAVE WHERE POSSIBLE APPLIED FOR AT LEAST 24 HOURS IN ADVANCE WILL BE GRANTED FOR THE FOLLOWING:

- A medical appointment (for the learner or a family member for whom they have a caring responsibility) which cannot be arranged outside of college or school.
- A particular need to look after a family member or another person for whom the student has a caring responsibility.
- Religious holidays.
- A University Open Day or interview.
- A career related interview.
- Participation in a significant extra-curricular activity such as Sport Teams or Duke of Edinburgh.
- Attendance at a court hearing or probation meeting.
- Attendance at a funeral.
- Transport disruption due to bad weather or other such emergency
- Taking a driving test
- Undergoing duties on behalf of the school or college
- Exceptional medical circumstances where the student has an infectious or notifiable disease and is instructed to remain at home for health and safety reasons.
- Any other reason that the Head of Year or Head of College for BHC considers fulfils the spirit of this list.

UNAUTHORISED ABSENCE

The following are some examples of absences that will be treated as unauthorised by the College and will result in your weekly Bursary payment being stopped. This is not an exhaustive list and the college reserves the right to make judgement on what counts as unauthorised absences.

- Exclusion from a particular class or from the school
- Holidays
- Part or full time work not part of your programme of study
- Leisure activities
- Birthdays or similar celebrations
- Babysitting younger siblings
- Driving lessons
- Routine check ups at dentist/doctor
- Absence from a public examination

We recognise that on certain occasions you may not be able to attend classes through circumstances that are beyond your control. These absences maybe treated as authorised providing you notify the College Manager on the day of the absence. Detailed reason for your absence needs to be given by 08.30am on the first day of absence. Failure to comply with this will result in your Bursary payment being stopped for that week if the absence exceeds that set out in the contract.

CONDITION TWO: Attendance at all lessons on time

Failure to attend lessons on time will result in your weekly payment being stopped. Students must arrive to each lesson on time. Punctuality will be determined by the register mark taken at the beginning of each lesson. Attendance at tutor sessions is also required for full Bursary payment. Non Payment decisions can only be reverted to approved payments decisions within one week from when the original decision was made. If you wish to dispute a non-payment decision it is your responsibility to see your Head of Year as soon as possible.

16-19 Bursary Contract–Fortnightly Payments 2014/2015

This contract is an important document. You are advised to keep it in a safe place. The school will keep a copy in your file.

Forename: Surname:

Date of Birth: / /

This is an agreement between you and Barrow Hall College confirming that you will attend as agreed for your chosen programme of study. By signing this contract, I am declaring my parents or I have successfully met the criteria for a Bursary Payment.

1. I am also aware that should my circumstances change during the course of this academic year; I must notify the College and as a result may not be able to claim Bursary.

2. Where necessary, I have proved to the school that I am eligible to claim Bursary funding under current UK residency requirements.
3. I will ensure my parent(s)/carers(s) understand the conditions of my Bursary contract.
4. I understand that I have to adhere to the attendance and punctuality requirements laid out by the college in order to receive my payment.

These requirements are:

- 95% attendance for the academic year (no more than 9 days absence).
- 100% punctuality each week.
- Attendance at all lesson, tutorial sessions, compulsory sixth form events and public examinations.

Student	On behalf of Barrow Hall College
Name:	Name:
Signed:	Signed:
Date:	Date:

DATA PROTECTION ACT 1998

We have a responsibility to protect the public funds we administer. The information you provide is held on a computer database registered in accordance with the Data Protection Act 1998 and may also be used for the prevention and detection of fraud and crime. For these purposes we may also share the information with other public sector bodies and government agencies who administer public funds under statutory requirements.

HOW DO I APPEAL IF THE COLLEGE HAS STOPPED PAYMENT?

- The college may stop payment if you have not met the terms and conditions of the Bursary Contract, which you have signed.
- If a payment to you is stopped the school will explain clearly why this has happened.
- Non-payment is not always due to non-attendance. It can be for lateness. All these requirements are listed in your Bursary Contract, which you signed and you have shared with your parents/carers.
- If you are not happy with the reason for the non-payment of your Bursary you have the right to appeal. (The college is obligated to provide one appeal hearing for every non-payment decision.)
- The college administers the Bursary scheme (information collected) on behalf of the DfES and has to follow their guidelines.
- If you wish to exercise your right to appeal you should request an appeal in writing outline your appeal and submit to Head of College for BHC via the College Manager to be discussed by the school's Bursary panel.

- The school's Bursary panel will deal with an appeal usually within 10 working days .In the event that your case is not straightforward we may contact your tutor or subject teacher for further information, which may take extra time.
- The appeal will be handled in the school by Miss K Beswick at Senior Leadership level.
- The Appeal Panel's decision is final and binding on all parties.
- If your appeal is successful you will be eligible for back payment