



The Bromfords School Sixth Form Bursary Scheme

The Bromfords School

16-19 Bursary Fund Policy 2019-2020

What is the 16-19 Bursary Fund?

The fund is made available from the government through its funding body; the Young People's Learning Agency (YPLA) for 16-18 year olds, to provide assistance to students whose access to, or completion of, education is inhibited by financial constraints or barriers. The 16-18 year old bursary scheme was put in place as a replacement for Education Maintenance Allowance.

The fund is a fixed and finite sum and allocations may therefore not exceed the total sum available.

Who is eligible to apply for 16-19 Bursary Funding?

Students following government (YPLA or SFA) funded full time or part-time courses, who are 16 years and over and satisfy one or more of the following criteria:-

- Students aged at least 16 and under 19 years of age on 31 August 2019.
- Students who are in care, are leaving care, are in direct receipt of Income Support (or Universal Credit) are disabled and in receipt of both Employment Support Allowance and Disability Living Allowance (or Personal Independence Payments).
- Students who are economically or socially disadvantaged and at risk of not taking up or continuing in their education.
- Students who have been in care, on probation, are young parents or are otherwise considered at risk.
- Asylum seekers
- Refugees (who will have access to 16-19 Bursary Funding if they are in receipt of supportive evidence from DWP).
- Lone parents

Who is not eligible for 16-19 Bursary Funding?

- Students under 16 years of age or over 19 years of age on 31/08/19.
- Students who do not meet the residency qualifications

How does the School assess applications and allocate 16-19 Bursary funding?

The 16-19 Bursary Fund is a limited fund and the school will prioritise applications. There will be 3 priority groups, categorised as high, medium and low.

High priority group

Students aged under 19 on 31/08/18 and who fall into one of the following categories:

- Are currently in care (as defined by social services)
- Are leaving or have recently left care
- Are in receipt of Income Support (Universal Credit) in their own right.
- Are disabled and in receipt of both Employment Support Allowance and Disability Living Allowance (or Personal Independence Payments).

Eligible students will be guaranteed a £1200 bursary.

Payments will normally be made on a termly basis (i.e. 3 times per year)

Medium priority group

Students who fall into one or both of the following categories:

- The student is eligible for a free school meal
- The student lives in a household where the parent(s)/guardian(s) are in receipt of income support, (Universal Credit) income based jobseeker's allowance or an income-related employment and support allowance.

Eligible students in this group may apply to the 16–19 Bursary Fund for a contribution towards:

- The cost of transport, essential course equipment, trips, uniforms, materials, exams re-sit fees, or other education-related costs.
- Childcare costs (where the student is a parent)

This may be a one-off payment for specific items or a cash bursary for support up to a maximum of £800, according to need. Amounts paid will be subject to the number of students in the category and the availability of funds.

Financial support is dependent on meeting agreed attendance and behaviour criteria.

Low priority group

Students who fall into the following category:

- Students who live in a household where the gross annual household income is less than £25,000

Those in the low priority group will be considered for financial support, subject to availability of funds, after those in the high and medium priority groups have been awarded. Students in this group may receive a **contribution** towards the cost of essential course equipment, transport costs or other expenses related to educational criteria.

Financial support is dependent on meeting agreed attendance and behaviour

The awards will be dependent on good behaviour, adherence to the sixth form contract and good attendance (no more than 10% unexplained absence from all lessons).

What can the money be spent on?

The money is for the books, meals, transport or other course-related costs needed to help a young person stay in education. **Evidence of expenditure will be required (Receipts, Bus/Train tickets etc.)**

If I am in one of the eligible groups what evidence will the school need to see?

If you are receiving income support you can provide a letter from the Department of Work and Pensions setting out the benefit you are entitled to. If you are in care or a care leaver, the local authority will be able to provide a letter for the school confirming this. If you have any other financial needs you will need to show documentary evidence as to why you need financial support. For level 3 bursaries evidence relating to household income will be required

Free School Meals criteria

Parents or guardians receiving the following benefits can claim Free School Meals (– please apply separately to the main school office)

- Income Support (Universal Credit)
- Jobseekers Allowance (Income Based)
- Income Related Employment & Support Allowance
- Child Tax Credit with an annual taxable income of less than £16,190, however you will not normally be eligible for Free School Meals if you receive any amount of Working Tax Credit.
- Pension Guarantee Credit

How do I apply?

You should submit applications to the sixth form office as soon as possible after admission in September, but by the 30 September 2019. Should your financial circumstances change during the academic year you may apply for assistance during the spring and summer term.

Use the Application Form attached to this policy.

Remember to include income evidence to support your application. (Evidence of receipt of benefit and/or P60, Tax Credit Award Notice or evidence of self-employment income)

What happens to my application form?

All applications will be considered by a School Remissions Panel

The School Remissions Panel will comprise of Mrs King, Mr Rowswell, a member of the leadership group and a school governor.

The School Remissions Panel will sit in September, January and May to assess each claim and authorise payments. Payments will be made to students as soon as possible after the panel has made its decisions. Approved bursaries will be monitored and evaluated throughout the year and reports given to the Remissions Panel regarding students who fail to meet the conditions of the grant. The grant will be withdrawn at any time if a student fails to meet the criteria.

In some circumstances the school may choose to pay the bursary as a cash payment or for example purchasing equipment or a service on behalf of the eligible student.

EVIDENCE OF EXPENDITURE WILL BE REQUIRED (Receipts, Bus/Train tickets etc.)

Please note that the school has been allocated £12,009.40 for this academic year and this is to include administration costs.

Advice on bank accounts

Students aged 16 are able to open a basic bank account, which is offered by 16 members of the British Bankers Association. The basic bank account will allow for receipt of the bursary by cashless means, and will allow funds to be withdrawn via ATMs as well as via standing orders and direct debits where necessary.

- Where bursary payments are to be made to a bank account, they can only be made to the student's bank account.
- Payments may not be made into another person's account, except in exceptional circumstances where a student is unable to administer their own account.
- Payments may be made to a joint account, as long as the student is one of the account holders.
- If a student has a Post Office account, it should be noted that these accounts do not accept payments by BACs (electronic bank transfers).

NB The bursary payment to schools is a fixed sum and not on a per student basis. The Bromfords School may vary the amounts of bursaries to deal fairly with the number of eligible students in the sixth form.

The Bromfords School
Bursary Application Form 2019-2020

Student Name		Year & Tutor	
Address		Postcode	
Student Mobile		Student email	
Parent Mobile		Parent email	

How do you travel to school?	
If you use public transport, how much do you pay per week?	

Please attach bus/train tickets/receipts.

List subjects studied	
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Bursary Applied for (tick one box only)

Level 1 For students in care, care leavers, students receiving income support and disabled young people receiving both Employment Support Allowance and Disability Living Allowance

Level 2 For students who receive Free School Meals or whose parents are in receipt of Income Support (Universal Credit) **Please list the identifiable financial need in the space below:** (e.g. transport costs, books and equipment)

.....

.....

Level 3 For students who live in a household where the gross annual household income is **less than £25,000**
Please list the identifiable financial need in the space below: (eg transport costs, books and equipment)

.....

.....

Evidence of income should be attached to support your application. If no evidence is attached the application will not be considered.

Please note: Evidence of expenditure will be required each term.

If you are successful in your application the school will need your bank details.

Please confirm your **bank account number, sort code and bank name and address:**

(Student) Name of Account holder	
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Sort Code		Account number	
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Bank Name/Address	
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Please read and sign the declaration and return this form together with documentary evidence in a sealed envelope to Mr Rowsell.

Declaration by student and parent(s)

I agree to this application being scrutinised by the Remissions Committee, whose decision is final and not subject to any appeals process.

I understand that if I do not behave well, fail to adhere to the Sixth Form contract/code or have attendance below 90% then my bursary will be withdrawn without notice.

I confirm that, for level 2 and 3 Bursaries, no other income or financial support is available from another household, to support the student.

If I leave the Sixth Form at any time within 4 weeks of a bursary being paid I will repay the funds given to me.

The information I have given is, to my knowledge, true and correct and The Bromfords School Remissions Committee may seek to confirm any details I have given.

I understand there will be a delay in any funds being released if the application form has not been correctly completed or appropriate/full evidence of income has not been supplied.

Data Protection Act 2018:

I understand that:

The data contained on this form will be held for six years on file and The Bromfords School may make enquiries about the validity of the information provided on this form from other central and/or local government bodies, as deemed appropriate by the school. The data you provide to us will be used to assess and facilitate your entitlement to support from the 16-19 Bursary Fund at Bromfords School and Sixth Form College.

I consent to the disclosure of any information sought in accordance with the application for the purposes of the Data Protection Act 2018. In fulfilling data protection obligations, we will treat all personal data, held manually and on a computerised database with due care, and will only disclose data in accordance with the General Data Protection Regulations.

The school has a duty to protect the public funds it administers and to this end may use the information provided on this form within this Authority for the prevention and detection of fraud. It may also share this information with other bodies administering public funds, solely for these purposes.

Student Signature		Date	
Parent Signature		Date	