



HARROGATE HIGH SCHOOL

16-19 Bursary – Policy

Background

The 16-19 Bursary aims to help 16 to 19-year-olds continue in full-time education, where they might otherwise struggle for financial reasons.

The bursary is made up of two parts - a guaranteed bursary of £1,200 a year to the most vulnerable young people and a discretionary fund for the school to distribute. The school sets its own eligibility criteria for the discretionary bursaries and the terms and conditions under which they are awarded.

This document is made up of a number of sections:

1. 16-19 Bursary Policy
2. Guidance for Students
3. Application Form
4. 16-19 Bursary Contract

Funding

The allocation for Harrogate High School for 2014/15 is £18717.99

Administration

- In line with the other North Yorkshire schools and government guidelines, the School will retain 5% of its allocation for administration.
- School will retain 30% of the allocation for 'in-year applications'.
- The monies allocated to the 16-19 Bursary cost centre are ring-fenced and will only be spent on bursaries.

1. Eligibility

To be eligible to apply, a student must be under 19 on 31 August in the academic year they start their course. Where a young person turns 19 during their year of study they can continue to be supported until the end of the academic year or end of the course whichever is sooner.

The fund has two elements:

- i) A **£1,200 Guaranteed Bursary** available to the most vulnerable students where there are fixed eligibility criteria. These students are 'Automatically Eligible' if they fall into one of the following categories:
 - young people who are looked after (in care);
 - care leavers;
 - young people in receipt of income support (or Universal Credit) in their own name;
 - disabled young people in receipt of both Employment Support Allowance and Disability Living Allowance (or Personal Independence Payments).

These students will receive £1,200 over the course of the academic year: an immediate payment of up to £200 in September and thereafter a payment following each Raising Stars Cycle subject to the conditions in the 16-19 Bursary Contract.

Eligibility under this category will be verified using the following documents:

- written confirmation of the young person's current or previous looked-after status from the local authority which looks after them or provides their leaving care services
- a letter setting out the benefit to which the young person is entitled.

ii) A **Discretionary Bursary** for which students are deemed 'Eligible to Apply' if they are in receipt of Free School Meals or their parents receive the maximum award for Working Tax Credits and earn less than £16190.

Students eligible to apply for the Discretionary Bursary will be EITHER

Eligible AND IN RECEIPT OF Free School Meals based upon the level of parental income as outlined on DirectGov website, i.e. their parents¹ are in receipt of:

- Income Support
- Income-based Jobseekers Allowance
- Support under Part VI of the Immigration and Asylum Act
- The guarantee element of the State Pension Credit
- Child Tax Credit, provided they are not entitled to Work Tax Credit and have an annual income that does not exceed £16,190.

OR

Students with parental income not exceeding £16,190 whose parents receive the **maximum award for Working Tax Credits**

Students not eligible to apply are those whose parental income is more than £16,190.

The determination, amount and frequency of the award will be based upon individual circumstances and funds available. Bursaries should be used to help young people pay for the costs related to participation e.g. meals whilst attending their course, transport, books and equipment and other course-related costs.

Bursaries may also be paid 'in kind' e.g. a transport pass or chef's whites. Such items should be provided to named individuals, and in the case of books or equipment should be returned at the end of the course if they will then be suitable for a new student.

Receipt of Free School Meals will be checked with the Local Authority by the Finance Office. Tax Credit Award notices will be checked.

Students will be able to appeal against the decision not to award a bursary to an Appeals Panel and any complaints will be processed through the School Complaints Procedures.

¹ 'Parent' means an adult (parent/carer) named on the application form and income refers to 'parental income' not 'household income'.

All students must have their own bank account to receive an award and all payments made directly to the student will be made via BACS.

2. The Application Process

Students who wish to apply should collect an application form from the Sixth Form Learning Manager. Students may submit an application at any point during the academic year as their financial/home situation dictates but payments will not be back-dated. Their application will be subject to a review of their performance during the current Raising Stars cycle. A student starts with a 'clean slate' at the start of each Raising Stars cycle and a bursary instalment will be paid subject to their meeting the terms and conditions of the 16-19 Bursary Contract.

Before an application will be considered, the appropriate documentation must be submitted to the Bursar/Finance Team who will photocopy and sign to verify authenticity. The Head of Sixth Form will review each application and where necessary refer to the Sixth Form Learning Manager for further information. Following this a recommendation will be made to the Finance Director regarding each application. For the discretionary bursary, students/parents must also have submitted an application to the Local Authority and been awarded Free School Meals before they submit their application or have been awarded the maximum Working Tax Credit. Free School Meal eligibility will be verified with the Local Authority and Working Tax Credit award letters will be checked by the Finance Office as a means of assessing household income.

The Finance Office will then organise payment to the successful applicants. The first payment will be made immediately. Following this payment, students must use this money to purchase items required for their studies. Receipts for these items **must** be submitted to the Bursar to enable the next payment to the student after each Raising Stars review. Students **must** also meet the criteria as per the Bursary Contract.

Support for students about how to manage money will be provided through the Guidance Programme.

See table below for exemplar payment structure for regular payments:

Date	Payment	Review
September/October – immediate payment	£200 max	Check Criteria met
Raising Stars 1	Dependent upon numbers eligible	
Raising Stars 2		
Raising Stars 3		
Raising Stars 4		
Raising Stars 5		

Students in receipt of bursary funding are required to make the School aware of any change in financial/home situation as they arise. Parents/students are required to sign to this effect in the Bursary Contract and if upon review it is found that individuals have falsified documents, submitted inaccurate information or been claiming money fraudulently the School may refer the matter to the police.

3. The Appeals Process

All students have the right to appeal the decision and must submit a letter to the School within two weeks of receiving their decision letter. The Appeals Panel will be made up of three staff members or governors, none of whom have previous involvement in the decision regarding the award. All decisions regarding appeals will be communicated

within a week of the Appeals Panel meeting and this decision is final. However, this should not stop a student submitting a further application should they feel they have sufficient change in circumstances.

4. Complaints Procedures

Should a student/parent wish to make a formal complaint regarding the 16-19 Bursary application and decision process they should follow the School Complaints Procedure which is available on the school website.

5. Application of the 16-19 Bursary Funding

The School will retain 5% of the funding for administrative costs and a further 30% of the allocation following each instalment from the EFA to support any applications made during the remainder of the academic year.

6. 16-19 Bursary Contract

All students in receipt of Bursary funding must sign a 16-19 Bursary Contract, which states the conditions under which the School will issue the funding. Students must:

- Attend timetabled lessons, VMG, sessions or activities, meeting school targets for attendance.
- **Have no unauthorised absence.**
- Achieve positive effort grades (at least E3) in all subjects at each Raising Stars.
- Conduct themselves in a professional manner within the school community.

Following a review at each Raising Stars period, should a student not meet the conditions above, their Bursary will not be paid for that Raising Stars period.

8. Data

The School is required to track data on each student who submits an application. This information will be audited by Education Funding Authority (EFA).

For audit purposes students applying for the discretionary bursary are required to identify why they require the bursary (e.g. materials, resources, exam resit etc). The application forms will be stored in a lockable cabinet/cupboard which is fire proof to keep data safe. The data will be disposed of securely after 7 years.

9. Other information

Current guidance from EFA regarding Management Information required will be as follows:

- How many vulnerable students were allocated the 16-19 £1200 bursary and how much did they actually receive.
- How many were in each of the following categories:
 - Young people in care
 - Care leavers
 - Students claiming Income Support or Universal Credit
 - Disabled students receiving both Employment Support and Disability Living Allowance or Personal Independence Payments
- How many applied for the 'Discretionary Bursary'?
- How many were awarded the 'Discretionary Bursary' and what was the allocation?

- How much did these students actually receive?
- How much was spent on Discretionary Bursaries in total?
- What reasons was each bursary allocated:
 - Books/equipment
 - Additional Costs
 - Transport
 - Meals
 - Exam resit fees
 - Materials
 - CRB checks for students on Child Care courses
 - Course related trips
 - UCAS/open day costs
 - Sports activities (where they directly relate to a course)
 - Professional membership fees
 - Other miscellaneous – specifying what.
- The EFA will audit the 16-19 Bursary.
- It is expected that if a student changes providers that the information regarding their Bursary Award is communicated.
- It is at the discretion of each institution to design arrangements that best suits the needs and individual circumstances, including the frequency of payments.
- It is also an expectation that the payment is conditional on the student meeting agreed standards set by the provider. This applies to payments made to vulnerable students and those who receive a discretionary bursary alike.
- There is no 'cut off date' stipulated by the EFA in terms of applications but schools are advised that a date is agreed by which applications are made.
- Applications last the duration of the academic year and students will need to resubmit an application each year to be awarded a bursary.
- Unaccompanied Asylum seekers and also those in the vulnerable group they are eligible for the £1200 bursary. Schools can also award asylum seekers under the discretionary bursary allocation.
- Most payments will be made on a regular basis following each Raising Stars cycle. All Bursary payments will be used to support the student's education.