

**POLICY FOR THE ADMINISTRATION OF THE  
16-19 BURSARY FUND**

**2018/2019**

**Purpose**

To financially assist those students whose parents/carers are on a low income, with costs incurred by attending Post-16 courses at The Ilfracombe Academy.

Students at the Ilfracombe Academy are not charged for the majority of the resources they require for their courses, for example there are no studio fees for art students and no resources fees. Students are not required to purchase their own text books. We recognise that remaining in education can be a challenge financially for some students and their families. The Academy is committed to using its limited bursary funding to support students who travel to school, and who may require further assistance financially.

**Types of Support Available**

The 16-19 Bursary Fund has two elements:

1. Discretionary Award
2. Guaranteed Award

**Discretionary Award**

This is intended to assist students facing financial barriers to participation, such as the cost of transport, books and equipment related to their course of study. These students will be supported by parents/carers who meet one of the three criteria below;

- a) A gross household income of below £20,000 as evidenced by a Tax Credit Award notice)
- b) Eligible for Free School Meals for a full Transport subsidy for the purchase of a vacant seat if one is available.
- c) Those not eligible for free school meals but wish to purchase a vacant seat if one is available should be done on application. Vacant seats are only available for students not living on a direct public transport route. Applications for a vacant seat must be submitted by 1<sup>st</sup> June 2018 to the transport Co-ordination Service. <https://new.devon.gov.uk/educationandfamilies/guide/post-16-transport> or telephone 03451551019. A subsidy of up to £400 for the school year to cover Autumn and Spring Terms may be given for transport. Payment can only be made on submission of a receipt. In order to be considered for help with transport costs applications should be made by 30<sup>th</sup> September.

- The intention is to support as many students as possible from the bursary allocation made to the school.
- The fund is a finite amount of money and therefore will be allocated on a first come, first served needs basis.
- The policy will be reviewed, re-assessed and up-dated regularly in line with the demands placed upon the funding.
- Completion of the application form does not guarantee funds.
- To qualify students for a) and b) must produce their income/benefit evidence and also have full attendance and be making satisfactory progress, and for c) evidence of means of transport used.
- The payment method used for the bursary is at the discretion of the Academy but ideally will be arranged to best meet the individual learners need and circumstances. For example, via 'in kind' payments, a transfer into student's personal bank account, or a combination of these.

### **Help available for learners:**

All students with an annual household income of less than £20,000 will receive a 'start-up' lump sum of £100 when they have completed 4 weeks of the course. This sum is intended to support students with the initial costs associated with starting sixth form study. Any further application requiring further funds will be assessed in the light of this initial award. Students will be required to demonstrate how this initial award of £100 has been spent before any further award will be made. It is advisable therefore to retain details of expenditure.

Bursary assistance will be reassessed if the student fails to meet the required levels of attendance, as described in the Sixth Form Attendance Policy or if their Attitude to Learning Grade falls below a 4. The transport bursary once approved for a vacant seat will be paid direct to Devon County Council, any other help with transport will be reimbursed on evidence of a receipt. Performance and attendance will be assessed at five points during the year to coincide with the Academy's Pupil Progress Points.

Most of the books, equipment and stationary associated with Post 16 study are already met by The Academy. There may be other costs however, which are not covered and it is for these that learners in receipt of the Discretionary Award may apply for assistance. E.g.

- **Equipment** - The fund will contribute up to a maximum of 50% towards the costs where learners are required to have essential equipment/clothing related to their course, i.e. P.E kit, camera. The fund will contribute 50% towards the cost of the essential kit. Please note, in some cases the full cost will be capped.
- **Materials** - Where learners are required to contribute towards printing, inks, portfolios, sketch books, memory cards etc. The fund will contribute up to a maximum of 50% towards the cost.
- **Books** -The fund will contribute up to a maximum of 50% towards the costs
- **Course costs** – The fund will contribute up to a maximum of 50% of the costs of participation in the BTEC PE course.

- **Exams re-sit fees** -The fund will contribute up to a maximum of 50% towards the costs of re-sits approved by the Academy.
- **Educational Visits and Trips** -The fund will contribute up to a maximum of 50% of the cost of trips organised as part of the student's programme up to a maximum of £75 in total.
- **International Exchange Trips** –The fund will contribute up to a maximum of 50% of the cost up to a maximum of £150 in total.
- **Residential** – The fund will contribute up to a maximum of 50% of the cost up to a maximum of £100.
- **Hardship** – If any student has a particular hardship they can make an application to the Fund via the Head of Sixth Form, who will assess whether any hardship payments are appropriate.

Please contact the Head of Sixth Form or the Pastoral Co-Ordinator for Sixth Form if you need any further guidance or assistance. (01271 863427 Ext 232/209)

### **Guaranteed Award**

This is intended to support:

- Young People in Care,
- Care Leavers,
- Young People in receipt of Income Support and Disabled Young People in receipt of Employment Support allowance who are also in receipt of Disability Living Allowance.

Students who meet the criteria are eligible for a maximum allocation of £1200 for the academic year. (Pro-rata if the course is started late and/or finished early). The student will receive £200 when they have completed 4 weeks of the course. The remainder will be paid half termly, by a method agreed with the learner. Students may apply for extra assistance from the Bursary Fund towards the cost of transport or other agreed costs.

Bursary assistance will be reassessed if the student fails to meet the required levels of attendance, as described in the Sixth Form Attendance Policy or if their Attitude to Learning Grade falls below a 4. Performance and attendance will be assessed at five points during the year to coincide with the Academy's Pupil Progress Points.

Please contact the Head of Sixth Form or the Pastoral Co-Ordinator for Sixth Form if you need any further guidance or assistance. (01271 863427 Ext 241/338/243)

## **Administering the Fund. Arrangements for application and appeal.**

### **1. Opening and closing points for applications to the Bursary Fund**

Information about the Bursary and the application form are available on the Academy website. Applications will be received from 1<sup>st</sup> June until 30<sup>th</sup> September. Students who register at the Academy after this date, or who apply late, and who are eligible to apply can do so and will be considered for a bursary if funds allow.

### **2. Decision making and appeals processes**

Appeals should be made in writing to the Head of Sixth Form. Applications will be heard by a panel consisting of the Head of Sixth Form and the Pastoral Co-ordinator for the Sixth Form who will make decisions based on the evidence presented. A Governor will approve these decisions at a meeting to be held termly. Appeals will be considered by the member of the Senior Leadership Team with responsibility for Sixth Form. Complaints will be dealt with in line with normal Academy procedure.

### **3. How decisions will be communicated to Young People and their families**

Students and their families will receive information about their application by letter.

### **4. Payment mechanisms**

Payment will be paid by BACS to the student. In some circumstances payment may be made to a nominated person at the schools discretion. All other assistance will be 'in kind' and will be given as and when appropriate. For example, text books and equipment will be ordered and issued by the Academy at the start of the course; support for trips will be paid when appropriate. Financial support for transport will be through the College Bursary Form. Bank account details must be given on submission of an application for bursary funding.

### **5. Attendance and behaviour conditions**

Bursary assistance will be reassessed if the student fails to meet the required levels of attendance, as described in the Sixth Form Attendance Policy or if their Attitude to Learning Grade falls below a 4. Performance and attendance will be assessed at five points during the year to coincide with the Academy's Data Entry points.

### **6. Policy on Fraud**

Any incidences of suspected fraud will be reported to the police.

## **Withholding of Funds and Budgeting**

The Academy will retain 10% of the Fund as contingency to meet the needs of learners who may face financial hardship during the academic year. This may be for learners who experience a change in circumstance or learners who start mid-year.

The Academy will withhold 10% of the Fund for administrative costs; this is in addition to the contingency fund.