



# Swindon Academy

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Part of United Learning

## 16 – 19 BURSARY POLICY

### SWINDON ACADEMY

Review Frequency – 1 Year

Review Date – July 2024

Person responsible for the Policy – S Jadeja



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## 1.0 Introduction

The 16 – 19 Bursary has been set up to support the most vulnerable young people to participate in and benefit from post-16 education and training. The Education Funding Agency (EFA) sets the allocation for each academic year based upon numbers of students' we received the maximum weekly rate of Education Maintenance Allowance (EMA). This allows the school to pay:

- Discretionary bursaries to young people in the sixth form facing financial barriers to participation, such as the costs of transport, books and equipment. The value depends on the number of applications and the value of the fund, but values are typically between £200 to £400 per annum.
- Bursaries to vulnerable persons (a legal definition) of £1,200 to all young people in the nominated vulnerable groups detailed in section 2.2

## 2.0 Eligibility

2.1 To be eligible to receive a bursary the student must be aged under 19 on 31 August in the academic year in which they start their programme of study. Where a student turns 19 during their programme of study, they can continue to be supported to the end of the academic year in which they turn 19.

2.2 The most vulnerable young people will be eligible for a bursary of £1,200. This bursary will be paid in 3 payments, unless there are exceptional circumstances warranting a lump sum payment. This group covers young people who are looked after; care leavers; those getting Income Support or Universal Credit; or those getting Employment Support Allowance and Disability Living Allowance. Evidence will be required in the form of:

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

2.3 The school is free to determine which students should be eligible to receive a bursary and how much they should receive. Decisions will be made in October each year for the current academic year. Payments may be limited by the level of demand for bursary support.

2.4 A student's household income will usually be assessed as evidence by receipt of benefit, P60 or Tax Credit Award Notice if employed, or SA302 from or certified accounts if self-employed. Students currently in receipt of free school meals will automatically be entitled to receive a bursary.

2.5 Receipt of a bursary should be conditional on the student meeting agreed standard set out in Appendix I.



2.6 There will be four categories of bursary payments:

- a) **Vulnerable young person**, up to £1,200 per year (depending on need).
- b) **Discretionary Bursary – Band 1**. Those whose household income is £16,190 or less per year. The amount paid will be dependent upon the total allocated to the school for the academic year, the number of bursary applications and will be larger than Band 2.
- c) **Discretionary Bursary – Band 2**. Those whose household income is £16,190 - £20,817 per year. The amount paid will be dependent upon the total allocated to the school for the academic year, the number of bursary applications and will be less than Band 1.
- d) **In-kind bursary payment** – for students with an identifiable financial need to finance education-related costs (for example materials, CRB checks for students on care courses, course-related trips, UCAS fee/travel to open days, exam re-sit fees).

### 3.0 Administration

For audit purposes, hard copies of all documentation for Bursary Fund should be kept for a period of 6 years. This documentation must include evidence for the application process, documents relating to how the learner was assessed and the funds issued.

### 4.0 Application and Payment process

4.1 Students should apply for a bursary by **Friday 27<sup>th</sup> September 2024**. Students must apply for funds for specific educational purposes. All applications must be submitted to the Sixth Form Administrator using the Bursary application form.

4.2 The Assessment Panel will assess each claim and authorise payments. The Assessment Panel will meet to make decisions on applications on **Friday 4<sup>th</sup> October 2023**. Payment decisions must be recorded for audit purposes along with records of applications and evidence.

4.3 Successful bursary applicants remain eligible for one academic year, subject to the pupil remaining at the Academy. Payments will be made three times per year. Each payment is dependent upon students meeting the eligibility criteria set out in Appendix I.

4.4 In-year applications may be made to the Assessment panel and the panel will meet to assess these applications on an ad hoc basis.

4.5 Students will be informed in writing, via email, of the decisions of the Assessment Panel within one week of the Assessment Panel's meeting.

4.6 Bursary payments will be made by BACS. Bursary payments are to be made to a bank account; they can only be made to the student's bank account.



4.7 Payments should 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, if the student is one of the accounts holders. It should be noted that payments cannot be made into Post Office accounts, payments can only be made into bank or building society accounts.

4.8 Bursaries may also be paid 'in kind' in circumstances short-term and extreme financial issues. Such items will be specifically stated and provided to the named individual.

4.9 In determining payments of the 16-19 Bursary Fund students will not be discriminated against on the basis of their protected characteristics. Payments are also subject to the public sector equality duty in section 149(1) of the Equality Act.

**Linked policies:**

Child Protection Policy

Behaviour Policy

Sixth Form Student Handbook

Attendance Policy



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## Appendix I

In addition to an assessment of financial situation, the Assessment Panel will use the following criteria to assess payment for support under the 16 – 19 Bursary Scheme:

- a) 95% attendance.
- b) Exemplary conduct towards staff and all members of the school community.
- c) Excellent punctuality.
- d) Adherence to the dress code.

## Appendix II

Bursary payments will be made four times per academic year as follows:

**1/6<sup>th</sup> paid at the end of October for payment into banks first week November**

**1/3<sup>rd</sup> paid at the end of January for payment into banks first week February**

**1/3<sup>rd</sup> paid at the end of March for payment into banks first week in April**

**1/6<sup>th</sup> paid end of May for payment into banks first week in June**

If your attendance does not meet the target rate, then the amount of bursary paid will be reduced and could in fact be a zero payment.



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