

## Diss High School

### 16-19 Bursary Fund Policy 2017/18

#### What is the 16-19 Bursary Fund?

The fund is made available from the government through the Education Funding Agency (EFA) for 16-19 year olds – to provide assistance to students whose access to, or completion of, education is inhibited by financial constraints or barriers.

#### The 16-19 Bursary Fund has two elements:

- (i) Young people in care, care leavers, young people in receipt of income support or universal credit and disabled young people in receipt of both Employment Support Allowance and Personal Independence Payments (or Disability Allowance) will be eligible to receive a **bursary of £1,200** a year;
- (ii) Schools then make **discretionary awards** to young people, in ways that best fit the needs and circumstances of their students.

#### Who is eligible to apply for 16-19 Bursary Funding at Diss Sixth Form?

Students following government funded full time or part-time courses, in the Sixth Form, who satisfy one or more of the following criteria:-

- Students aged at least 16 and under 19 years of age on 31/08/17 who are in care, are leaving care, are in direct receipt of Income Support or are disabled and in receipt of both Employment Support Allowance and Personal Independence Payments (or Disability Living Allowance);
- Students who are economically or socially disadvantaged and at risk of not taking up or continuing in their education. This group includes students with physical or other disabilities, medical conditions and/or learning difficulties;
- Students who have been in care, on probation, are parents or are otherwise considered at risk;
- Students who are asylum seekers;
- Students who are refugees (who will have access to 16-19 Bursary Funding if they are in receipt of supportive evidence from DWP);

#### Who is not eligible for 16-19 Bursary Funding?

- Students under 16 years of age or already 19 years of age on 31/08/17;
- Students who do not meet the residency qualifications;
- Students who do not fulfil any of the criteria described above.

**More information** for young people can be found in the very useful Department for Education PDF document '**16-19 Bursary Fund: your questions answered**' which can be accessed as follows:

<http://www.education.gov.uk/childrenandyoungpeople/youngpeople/studentsupport/funding/a00203061/16-19-bursaries>

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### How will Diss Sixth Form assess applications and allocate 16-19 Bursary funding?

The 16-19 Bursary Fund is a limited fund and the school will prioritise allocation. Students who are eligible for any level of funding should complete an application form and hand it to the Sixth Form Administration Office as soon as possible. The school will assess the claim and make decisions about payment in accordance with guidelines laid down by the EFA.

For the **£1,200 award**, appropriate confirmation of status will be requested and this may come in the form of:

- An official letter (for example from the DWP) confirming and detailing the benefit the young person is entitled to;
- Written confirmation of current or previous looked-after status from the LA which looks after them or provides leaving care services.

On completion of the relevant application form, **discretionary bursaries** may be granted towards food, equipment, transport or other course-related costs e.g. trips, exam fees etc. Requests from students who in the previous academic year were eligible for a free school meal or whose parents maintain a current 'NHS Tax Credit Exemption Certificate' will take priority.

### General points

All students who are deemed eligible should be aware that to continue to receive a bursary/funding they must:

- **Maintain a good level of attendance of at least 85% (excluding Study Leave) with no unauthorised absences;**
- **Maintain satisfactory levels of effort, as shown by progress grades;**
- **Complete all coursework/homework assignments promptly and to the best of their ability.**

The school reserves the right to seek the return of any funds provided in advance to a student who subsequently fails to attend or leaves the Sixth Form before the end of their academic programme.

Payments will be made by cheque and, for the discretionary bursaries, against appropriate receipts, where stipulated.

The school will maintain a record of all applications and awards including number, value, purpose, whether awarded or not, and brief justification.

Any personal documentation sent to the school (e.g. pay slips) will be photocopied and the copy will be retained securely and confidentially; original documents will be returned to the owner immediately.

### Appeals/Complaints

In the event that a student wishes to appeal against the decision made on a request for support, he/she is requested to follow the school's standard complaints procedure.

## **Diss High School**

### **£1200 Bursary**

Some students will be entitled to a grant or bursary of £1200. You could get this if you are in one of the following categories:

- You are “living in care”, or have recently left “living in care”;
- You, the learner, are receiving income support or universal credit;
- You, the learner, are disabled and receiving both Employment Support Allowance and Personal Independence Payments (or Disability Living Allowance).

Payments will be made on a termly basis (i.e. 3 times a year) – £400 in Term 1, £400 in Term 2 and £400 in Term 3. Payments will be subject to review.

If you think you are eligible for this £1200 bursary, please complete the main application form (appendix 1) and appendix 2.

### **Discretionary Award**

You could receive this award if:

- You have a gross annual household income of below £25,000;  
OR
- You are in receipt of Free School Meals;  
OR
- Your household is in receipt of other income based means tested benefits such as an ‘NHS Tax Credit Exemption Certificate’.

You may be eligible for a contribution towards the following specific educational purposes (receipts will be required):

- The cost of transport, essential course equipment, meals in school, course related trips, UCAS fee, travel to open days, exam re-sit fees, course related sporting activities or other school resources.

Payments will be subject to review.

If you think you are eligible for this level of support, please complete the main application form (appendix 1) and appendix 3.

### **N.B. The Education Funding Agency states:**

“Institutions should make students and their families aware that if false or incomplete information is submitted, or if they do not tell institutions about any part of their income that is relevant, the matter may be referred to the Department for Education or the police. The student could face prosecution and institutions will seek to recover any payments the student is not eligible for”.

## **Diss High School**

Appendix 1 – Main Application Form

Appendix 2 – Additional application form for £1200 Bursary Awards

Appendix 3 – Additional application form for Discretionary Awards