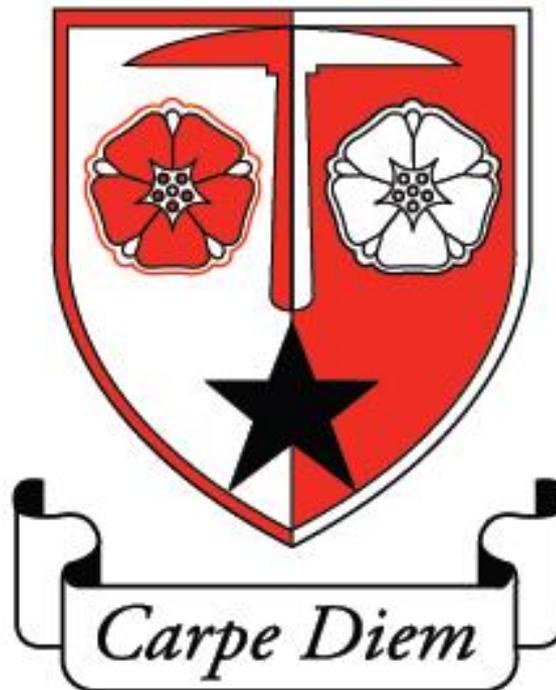


Audenshaw School



Bursary Fund Policy

This policy is reviewed every year by the Resource Committee.

History of Document

Issue No	Author/Owner	Date Written	Approved by Resource	Received by Governors	Comments
1	Kristie Bloomfield	01/04/14	17/06/14	02/07/14	
1.1	Kristie Bloomfield	03/07/15	15/07/15	15/07/15	
1.2	Kristie Bloomfield	05/07/16	13/07/16	13/07/16	Reviewed, no changes required
1.3	Jeanette Saw	05/12/16	12/05/17	18/05/17	FSM & Approver
1.4	Jeanette Saw	17/07/17	18/07/17	18/07/17	Section 5 change of role
1.5	Adeel Sahi	29/06/18	10/07/18	10/07/18	Minor amendments

OUR MISSION

The school aims to provide a quality education in a caring community based on an ethos of respect, discipline and a relentless pursuit of excellence in all that we do.

OUR VISION

Audenshaw School will be recognised as a fully inclusive, aspirational, high achieving centre of excellence, firmly rooted in the local community.

We will create, develop and maintain a challenging and stimulating personalised learning environment where no student is overlooked or left behind and where teaching and learning is high quality, inspirational and innovative.

We will consistently have high academic standards and expectations for every individual and continue to place considerable value on sport and healthy living and developing strong links with the community.

All members of the school community will be valued and every success will be celebrated.

Audenshaw School will maintain a safe, secure and caring environment in which to work and learn.

AUDENSHAW SCHOOL SAFEGUARDING STATEMENT

This School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

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1. INTRODUCTION

- 1.1 For the purpose of this policy, the “school” is defined as employees, governors, pupils and third parties such as contractors, agency workers and consultants acting on behalf of the organisation.

The Government Bursary scheme is designed to help the most vulnerable 16-19 year olds in full-time education. Audenshaw School will administer the Bursary Fund awarded within the Education Funding Agency’s 16-19 Bursary Fund Guidelines. We aim to have clear and transparent processes including an appeals procedure.

- 1.2 All recording along with evidence of eligibility will in addition follow Audenshaw School’s procedures/guidelines.

2. WHAT IS BURSARY FUND?

- 2.1 The 16-19 Bursary Fund is a scheme to help young people facing financial hardship to stay in full time education, students who are eligible will be awarded a maximum annual bursary of £800 plus free school meal entitlement.

- 2.2 For eligible students the fund can help towards the cost of essential course related costs such as travel to School, equipment, books, essential trips, school clothing and attending university/job interviews. It applies to expenses during the current year.

3. ELIGIBILITY

The Bursary Fund has two elements:-

3.1 Vulnerable Bursary

A vulnerable bursary is available to all students who fall into one of the vulnerable groups identified below and are eligible to receive £1,200 a year or pro rata in the case of short courses.

- (a) Vulnerable groups
 - (i) Young people in care
 - (ii) Care leavers
 - (iii) Young people in receipt of Income Support
 - (iv) Young people in receipt of both Employment Support Allowance and Disability Living Allowance
 - (v) Young people in receipt of Universal Credit in their own name

- (vi) Young people who are disabled and receive Employment Support Allowance and a Personal Independence Payment in their own name
- (b) Funding is held centrally by the EFA and institutions will draw down funding.
- (c) Institutions are responsible for identifying and assessing a young person's eligibility.
- (d) Evidence to support the application will be needed, such as a letter setting out the benefit to which the young person is entitled or written confirmation of current/previous 'Looked After' status from the relevant Local Authority, or their Leaving Care Review Document.
- (e) In addition, if other barriers are identified, learners assessed as being eligible for the discretionary element can also request financial assistance. This could be for clothing, equipment etc.

3.2 **Discretionary Bursary**

This may be awarded on an identified needs basis and at Audenshaw School's discretion to cover costs such as books/equipment, transport, meals, accommodation, exam re-sits fees and other miscellaneous items associated with being in learning and will meet the following assessment criteria:

- (a) Applicants must be under 19 on 31 August of the academic year in question
- (b) Evidence of household income below £25,000 must accompany the application prior to assessment. As each application is individually assessed, there may be some flexibility, e.g., consideration would be given to the number of dependents in a household
- (c) Based on the information received and if financial hardship is identified, the learner will be provided/reimbursed with:
 - (i) Contribution toward meal expenditure in the school canteen
 - (ii) Re-imbursment of travel costs upon submission of evidence. e.g. travel tickets/weekly pass
 - (iii) Other as mentioned above
- (d) Where possible Audenshaw School will purchase the necessary resources on behalf of the students. In extreme circumstances the School may arrange for the award to be paid directly into the student's bank account. In these cases the award will be paid in arrears direct to the student's bank account and will constitute a minimum of £10 per week (term-time only) subject to meeting attendance and behaviour criteria.

4. WHO IS ELIGIBLE TO APPLY?

- 4.1 To be eligible to apply for the fund, students must:
- (a) Be aged under 19 years of age on the 31 August of the academic year in question
 - (b) Have been a resident in the UK for three years preceding 31 August
 - (c) Be enrolled on a government funded course
 - (d) Meet the financial criteria.

5. PROCESS

- 5.1 To apply for a bursary a student must complete an application form and return it to Pupil Services by the end of the second week of September. All applications to access the 16-19 Bursary Fund must be supported by appropriate evidence as detailed on the application form.
- 5.2 The application will then be reviewed by the Bursary Steering Group who will decide the appropriate level of funding. The steering group will meet towards the end of September to consider new applications. The Bursary Steering Group will consist of the Chief Financial Officer and the Head of Sixth Form.

6. BURSARY LEVELS

- 6.1 Vulnerable Bursary
- (a) Students aged over 16 and under 19 on the 31 August of the academic year in question.
 - (b) Satisfy the criteria set out in 3.1a.
 - (c) Eligible students will be guaranteed an annual £1,200 bursary towards the cost of transport, essential course equipment, trips, uniforms, materials, childcare costs and exam re-sit fees.
 - (d) Payments will be made via BACS directly into the student's bank account on a termly basis following reassessment and claims will be paid in arrears.
- 6.2 Discretionary Bursary
- (a) Students aged over 16 and under 19 on the 31 August of the academic year in question.
 - (b) Have a gross annual household income of below £25,000. Priority given to students who claim free school meals.
 - (c) Students within this group may be eligible for an annual bursary of up to £800 (not including free school meals), towards

- (i) The cost of transport
 - (ii) Essential course equipment
 - (iii) Trips
 - (iv) Uniforms
 - (v) Materials
 - (vi) Childcare costs
 - (vii) Exam re-sit fees
- (d) Resources will be purchased by the School on behalf of the student wherever possible. In extreme circumstances payments will be made via BACS directly into the student's bank account in arrears.
- (e) Actual value of any bursary will be dependent on the number of bursary applications received.

7. PAYMENT CRITERIA

7.1 Student's performance is to be monitored and reviewed on a termly basis. Spring and summer term payments will be based upon meeting the criteria outlined below during the autumn and spring term respectively.

- (a) **Vulnerable Bursary**
- (i) Students are guaranteed the payment as long as they continue to attend Audenshaw School and are registered on a full programme of study.

- (b) **Discretionary Bursary**

Receipt of the bursary will be conditional on the young person meeting agreed standards of attendance and behaviour, as outlined in the Learning Agreement, which also details clearly any sanctions which may be applied. The Learning Agreement includes the following agreed standards:

- (i) Have an attendance rate of a minimum of 95%
- (ii) Punctual to all lessons and registration
- (iii) Attend all assemblies and enrichments sessions
- (iv) Complete a leave of absence in advance for any time off required
- (v) Meet behavioural expectations of sixth form students
- (vi) Make satisfactory progress against targets and attend all examinations.

8. APPEALS

- 8.1 Any student who wishes to appeal against the allocation of the Bursary Fund must do so in writing, along with any supporting evidence, to the Headteacher.
- 8.2 Each appeal will be reviewed by the Headteacher and another senior leader on a case by case basis against the published criteria for eligibility by the Bursary Steering Group.

9. FRAUD

- 9.1 Where an application is found to have been made on the basis of a false declaration, the student will be required to repay the entire Bursary Fund and may be asked to leave the course.



Bursary Fund Application Form

This completed Application Form and evidence must be handed in to student services no later than the second week of September. If the Application Form and evidence is presented later than that date or part way through the academic year, payments can only be backdated for up to 4 weeks.

■ Student Details					
Title:		First name:		Surname:	
DOB:			Age: (You must be 16, 17, 18 (and under 19) on 31 August to apply)		
Address:					
Postcode:		Telephone:		Email:	
Have you the right of abode and been resident in the UK for the last 3 years?				Yes <input type="checkbox"/>	No <input type="checkbox"/>
■ Bursary Criteria					
To qualify you must be aged 16 or over and under 19 on 31 August and meet the EFA's residency criteria. The bursary is paid to enable you to attend course with us and will only be paid if your attendance and behaviour meet the required standard as set out in the Bursary Fund Policy.					
■ Vulnerable Bursary Criteria					
To qualify you must fall into one of the below categories and produce the required evidence as stated.					
Are you in receipt of Income Support or Universal Credit? (evidence required - Income Support or Universal Credit Statement Letter)					Yes <input type="checkbox"/> No <input type="checkbox"/>
Care Leaver or currently looked after in care or unaccompanied asylum seeker? (evidence required - letter from Local Authority)					Yes <input type="checkbox"/> No <input type="checkbox"/>
Disabled student in receipt of <u>both</u> Employment Support Allowance/Universal Credit equivalent and Disability Living Allowance/Personal Independence Payments (evidence required, financial statement showing <u>both</u> ES + DLA/PIP)					Yes <input type="checkbox"/> No <input type="checkbox"/>
■ Discretionary Bursary Criteria					
Your household income is one of the criteria which will help us to assess your application. If your TOTAL Household income exceeds £25,000 per annum; you will not be eligible for a Bursary payment.					
Please tick to indicate what type of evidence you have provided. If you cannot provide evidence then we cannot process your application for bursary payments.					
P60	<input type="checkbox"/>	Income Support/Universal Credit (award letter)	<input type="checkbox"/>	Full Tax Credit Award Notice	<input type="checkbox"/>
Self employed earnings (official tax return)	<input type="checkbox"/>	Other benefits/pension (award letter)	<input type="checkbox"/>	Wage slips for household	<input type="checkbox"/>
Number of dependant children in household:					

Are you eligible for free school meals?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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Please list the names of the household members and relationship to Student:

Name	Relationship to Student

The amount of financial assistance you will receive is dependent on your personal circumstances. It is intended to help you with the costs of overcoming any financial barriers you may have when attending learning. Using the table below, please tell us what you will need financial assistance for and how much you believe you will need for each **day** in education.
 This information is strictly confidential and will only be used for this assessment purpose.

Assistance Required – please provide details:	How much will you need?	How many days?
Travel		
Meals:		
Appropriate Clothing to suit training and placement requirements		
Equipment		
Any other		

If there are any circumstances that are particular to your household and have not been covered above, but you would like us to consider as part of this application, please provide the information here:

Please provide your bank details below, as printed on your bank card or statement.
Bursary payments will be paid directly into Students bank accounts only (by BACS). Please be aware that Providers can choose to pay Bursary awards 'in kind' e.g. by purchasing any equipment required or providing Students with a travel pass.

Account Name:	_____					
BIB Reference (Admin use):	_____					
Account Number:	<input type="text"/>					
Sort Code:	<input type="text"/>					

- **STUDENT DECLARATION**
- I declare that the information on this form is true and accurate to the best of my knowledge.
I have made this claim for Bursary payment, fully aware that any false statements can lead to withdrawal/refusal of any financial support and may lead me open to prosecution.
- I understand that if I refuse to provide information which may be relevant to my claim, the Application will not be accepted.
- I understand that monies I receive under the Bursary Scheme will be paid on condition of standards of attendance and behaviour, as explained in the Bursary Fund Policy.

HOLIDAYS WILL BE UNPAID.

- I will attend regularly and complete the course for which my bursary is supporting me.
- When changes to my household financial circumstances occur (which may result in changes to my claim), I confirm will notify my institution immediately.
- I will notify my institution immediately with any changes to my Bank/Building Society details.
- I understand that monies I receive under the Bursary Scheme have been awarded to provide me with financial support to allow me to continue in education, and if I leave education all financial support will stop.
- I understand that I do not have an automatic entitlement to Bursary payments, and all payments are based on the information I have provided.
- I am clear that the Bursary payments I receive are to provide me with means to remain in education and are to be used for items such as: books, equipment, travel costs, meals, additional costs i.e. trips, miscellaneous course costs.
- I understand I have the right to appeal if I disagree with the outcome of my Bursary Application. This appeal should be made to my institution, but if I feel I have not been treated fairly, I can follow the Complaints Procedure as explained during the Induction/Welcome Programme.

▪ **I confirm I have read the 'Bursary Fund Policy' which was given to me with this application.**

Applicant Signature:

Date:

Parent/Carer Signature:

Date: