



**PLYMSTOCK SCHOOL**  
**16-19 BURSARY POLICY 2020/2021**

## **16-19 Bursary Fund Policy 2020/2021**

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

The fund is made available from the government through its funding body – Education and Skills Funding Agency (ESFA) for 16-18 year olds - to provide assistance to students whose access to, or completion of, education is inhibited by financial constraints or barriers.

### **Who is eligible to apply for 16-19 Bursary Funding at Plymstock School?**

Students following government (ESFA) funded full time or part-time courses, who are 16 years and over and satisfy one or more of the following criteria:-

- ◆ Students aged at least 16 and under 19 years of age on 31/08/20 who are in care, are leaving care, are in direct receipt of Income Support / Universal Credit or are disabled and in receipt of both Employment Support Allowance and 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 young 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)
- ◆ Students who are lone parents

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

- ◆ Students under 16 years of age or over 19 years of age on 31/08/20.
- ◆ Students who do not meet the residency qualifications
- ◆ Students who do not fulfil any of the criteria described above

### **Residency qualifications**

Please refer to ESFA funding guidance.

### **Proof of income**

- ◆ Proof of evidence will be required to support this application and could include:
- ◆ Certified letter from Devon County Council regarding Free School Meals
- ◆ Certified letter from the DWP
- ◆ P60 (additional evidence will also be required)
- ◆ Self Employment Income evidence
- ◆ Other means tested certification



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### **How will Plymstock School assess applications and allocates 16-19 discretionary bursaries?**

The 16-19 Bursary Fund is a limited fund and provides financial support to help students overcome specific financial barriers to participation they face so they can remain in education. This means to help with the cost of travel, to buy essential books, equipment or specialist clothing eg protective overalls.

Individual student's needs are assessed when awarding bursary funding. All decisions about which students receive a discretionary bursary and how much bursary they receive is based on each student's individual circumstances and their actual financial need.

Students who are awarded bursary funding should be aware that to continue to receive a bursary/funding they must:

- ◆ Maintain a good level of attendance of at least 90% (excluding Study Leave) with no unauthorised absences
- ◆ Maintain at least satisfactory levels of effort (2's or above), as shown by termly assessment grades
- ◆ Maintain good levels of behaviour ie no stage 3/4/5 referral

All students on signing the application form are confirming that they agree to these conditions.

Students who fail to meet these conditions may have their payment withheld.

We will consider the impact on attendance that might be caused by illness, caring responsibilities or other exceptional circumstances.

We will stop payments where students have been absent for a period of 4 continuous weeks or more (excluding holidays, or if there is evidence that the student intends to return).

As much as possible, we will avoid sanctioning a student to the extent that their bursary funding had been stopped for a whole term.

We reserve the right to take back money from students where it is not spent for the reasons it was awarded.

We will consider the impact of such an action on the individual student before taking a final decision to do so.

### **The Bursary Fund Committee**

- ◆ The Bursary Fund Committee will meet as required to consider and review applications. The Committee will be made up of the Headteacher (Chair), Business Manager and Chair of Governing Body. The Head/Assistant Head of 6<sup>th</sup> Form does not make decisions about applications but may offer information to the Committee about a student's circumstances, wellbeing, behaviour, progress and attendance
- ◆ More than one proof of evidence will be required by the Committee to support the application.

### **£1200 Bursary (Level 1/High priority)**

The government has announced that some students will be entitled to a grant or bursary of up to £1200 next year. The defined vulnerable groups are:

- ◆ In care (those who are privately fostered are **not** classed as looked after)



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- ◆ Care leavers
- ◆ Receiving Income Support, or Universal Credit because they are financially supporting themselves or, financially supporting themselves and someone who is dependent on them and living with them such as a child or partner
- ◆ Receiving Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right

If you think you are eligible for this £1200 bursary, please complete the main application form.

We will obtain the following proof of eligibility for vulnerable groups:

- ◆ For students who are in care or a care leaver, written confirmation of their current or previous looked-after status from the relevant local authority. The evidence could be a letter or an email but must be clearly from the local authority
- ◆ For students in receipt of Income Support or Universal Credit, a copy of their Income Support or Universal Credit award notice. This must clearly state that the claim is in the student's name/confirm they are entitled to the benefits in their own right. The evidence must not state any conditions that prevent them from participating in further education or training
- ◆ For students in receipt of Universal Credit (UC), a tenancy agreement in the student's name, a child benefit receipt, children's birth certificates, utility bills etc.

For students receiving UC/Employment and Support Allowance and Disability Living Allowance and Personal Independence Payments, a copy of their UC claim from DWP (UC claimants should be able to print off details of their award from their online account). Evidence of receipt of Disability Living Allowance or Personal Independence Payment, must also

## **Discretionary bursaries**

### **Level 2**

You could receive this level of funding if:

- ◆ You have a gross annual household income of less than £20,817  
OR
- ◆ You are in receipt of Free School Meals  
OR
- ◆ Your household is in receipt of other income based means tested benefits.

To assess household income, we will ask to see:

- ◆ Proof of benefits letters
- ◆ Tax credit award notifications
- ◆ P60s
- ◆ Pay slips
- ◆ Bank statements covering a certain period (e.g. the last 3 months)
- ◆ Universal Credit award notices (eg the most recent 3)

The following criteria will be considered:

- ◆ Distance to travel between the student's home and the institution
- ◆ The number of dependent children in the student's household
- ◆ Whether the student has additional responsibilities that may mean they need extra help

If you think you are eligible for support, please complete the application form and you may be eligible for a contribution towards the following specific educational purposes (receipts will be required):



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- ◆ The cost of transport, essential course equipment, meals in school, course related trips, UCAS fee, travel to open days outside of the Plymouth area, course related sporting activities, specialist clothing eg protective overalls or other school resources
- ◆ Bursaries will be paid in-kind rather than cash as far as possible. In-kind payments can include travel passes, required books and equipment
- ◆ Where bursary fund payments need to be paid to students rather than providing support in-kind this will be paid by BACS transfer into their named account. Payments cannot be paid into another person's account except in exceptional circumstances.

### **Level 3**

You could receive this level of funding if:

- ◆ You have a gross annual household income of between £20,817 and £25,521  
OR
- ◆ You have an identifiable financial need and do not fall into Levels 1 or 2 above. If you think you are eligible, please complete the application form and appendix 3 as you may be eligible

The following criteria will also be considered:

- ◆ Distance to travel between the student's home and the institution
- ◆ The number of dependent children in the student's household
- ◆ Whether the student has additional responsibilities that may mean they need extra help

Those in the Level 3 group will be considered for funding based on the school's allocation and subject to available funding after those in Level 1 and Level 2 have been awarded. Payments may not be made until after 31 December 2020. Payments will be made on an as needed basis after consideration by the Bursary Fund Committee.

### **Criteria Two**

Students who require assistance for Post 16 travel arrangements may apply for assistance through Criteria Two.

Students will need to meet all of their targets and attendance objectives as outlined in the Sixth Form 16-19 Attendance and Conduct Policy.

Any Bursary Fund Allocations awarded by the Bursary Fund will be a contribution towards and not the whole cost and the method of reimbursement will be discussed on an individual basis. Bursary support is available to contribute towards the cost of attending university interviews and open days out of the Plymouth area.