



# KING JAMES I ACADEMY

## Post-16 Bursary Policy

Date adopted by Governors: September 2020

Last Review: September 2022

Next Review: September 2023

## **KING JAMES 1 ACADEMY BISHOP AUCKLAND**

### **Post -16 Bursary Policy**

#### **Introduction**

The 16-19 Bursary Fund provides financial support to help students overcome specific barriers to participation so they can remain in education or training. Funding is received from the Education and Skills Funding Agency (ESFA).

There are two types of bursary available:

#### **Vulnerable Bursary**

A vulnerable bursary is available to the most vulnerable groups and is a maximum amount of £1,200 per annum.

#### **Discretionary Bursary**

A discretionary bursary is available to qualifying students who do not meet the criteria of the vulnerable bursary. The amount awarded will be variable, based upon household income and is given to meet individual needs such as the costs of transport, meals, books and equipment.

#### **Eligibility**

To be eligible for either type of bursary, the student must:

- Be aged over 16 and under 19 at 31st August 2022 for the 2022/23 academic year
- Be aged 19 or over and have an Education, Health and Care Plan (EHCP)
- Meet the residency criteria in the current version of the ESFA document 'Funding Guidance for Young People 2021-22'

#### **Additional Eligibility – Vulnerable Bursary**

In addition to the general eligibility above, a student must fall into one or more of the following categories to qualify for a vulnerable bursary:

- Be in care, or a care leaver
- Be in receipt of income support, or universal credit in place of income support, in their own right
- Be in receipt of employment and support allowance or universal credit, AND disability living allowance or personal independence payments, in their own right

#### **Additional Eligibility – Vulnerable and Discretionary Bursary**

In addition to the general eligibility above, a student must satisfy one or more of the following criteria to be considered for a bursary:

- Have been in receipt of free school meals in Year 11
- Have parents in receipt of pension credit or income support, income- based job seekers allowance, child tax credit or employment support allowance

- Have a household income below £35,000 per annum

Students who do not satisfy these criteria but who are able to demonstrate significant financial hardship arising for a specific reason not covered above may be awarded a bursary on a case-by-case basis.

### **Evidence of Eligibility**

Where the student was NOT in receipt of free school meals in year 11, evidence of the household current income is provided with the application. This may include:

- Proof of benefits, including the annual Child Tax Credit statement (for Universal Credit, the 3 most recent monthly award statements will be required)
- Proof of annual income (the 3 most recent payslips)
- Written confirmation from the local authority of current/previous looked-after status
- Written confirmation of benefit award/tax credit notice, in the name of the student (vulnerable or discretionary) or parent (discretionary)
- P60 End of Year certificate or self-assessment equivalent for adults in the household

### **Bursary Awards – Vulnerable Bursary**

A maximum of £1,200 may be paid per year to a student who meets the criteria as set out above, but the full amount is not automatically awarded. The amount awarded will be decided based on the following factors:

- If the student has a financial need which is not being met by other sources
- The length of the programme of study and the number of weekly hours associated with the programme of study – a student studying for 30 weeks at 16 hours per week is likely to have greater costs than a student studying for 10 weeks at 4 hours per week.

The amount award will be paid in kind where possible, for example school meals, a travel pass or educational equipment may be provided in place of cash.

### **Bursary Awards – Discretionary Bursary**

The amount of bursary awarded will be based on individual need and will depend on funds available. A bursary is not guaranteed to be awarded even if all eligibility criteria are met.

Other examples of support that may be offered include :-

- Books/IT equipment required for the programme of study
- Transport (to enable school attendance)
- School Meals
- Educational trips
- University open days and interview costs

This list is not exhaustive however any expenditure must be connected to the

student's education.

The bursary fund may NOT be used for any of the following:

- Gifts cards/vouchers
- Attendance rewards
- Goods and services benefitting the whole student body including those not qualifying for a bursary award
- Blanket cash payments not linked to individual need

There will be a tiered approach to the amount of bursary allocated to each student based on the below, with Tier one being allocated the higher level of award:

- Tier 1 – income below £20,000
- Tier 2 – income below £28,000
- Tier 3 - income below £35,000

The amount allocated to each student will be based on the total number of eligible students, the financial needs of each student (as determined by the application process) and individual circumstances. There will be a panel meeting where the final decision upon the amount of bursary awarded to individual students will be made and documented by the end of September.

Students or Parents may appeal in writing regarding the decision of an award to the Head of Sixth Form.

### **Application**

Applications must be made on the correct form. **Applications should be submitted within two weeks of the start of the academic year.** Whilst year-round applications will be accepted, it should be understood that funds may have been fully allocated before late applications are received and as such late applications may not receive an award. A proportion of the allocation may be withheld for students who join or transfer in-year, who legitimately could not apply at the start of term. Applications will be reviewed and a decision will be notified within two weeks of receipt.

### **Payments**

Where possible, payments will be made in-kind by the direct provision or supply of goods or services (e.g. free meals, equipment). If that is not feasible, upon receipt of proof of expenditure, payments will be made by bank transfer into a bank account held in the name of the student. Cash payments will not be made.

The amount and frequency of any payment will be determined by the award given and will vary according to the agreed need. Where a general award is made, regular payments will be paid into bank accounts on a weekly, monthly or termly basis provided the conditions of payment are met.

Where specific needs are identified, payments will be reimbursed on an ad-hoc basis when supported by evidence such as receipts, if the school is not able to purchase the required goods or services directly.

Where a student leaves a programme of study prior to completion, payments will be pro-rata to the date of leaving.

**Conditions**

Students in receipt of a bursary award must adhere to the terms and conditions set out in the Student Agreement. Students in breach of this agreement, for example not meeting the minimum expected standards of behaviour or attendance, may have their bursary award reduced or withdrawn. Such a decision will be confirmed to the student in writing.