

The Leigh Academy
16-19 Bursary Fund Policy 2014/15



What is the 16-19 Bursary Fund?

The fund is made available from the government through its funding body - Young People's Learning Agency (YPLA) 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 year old bursary scheme has been put in place as a partial replacement for Education Maintenance Allowance.

Who is eligible to apply for 16-19 Bursary Funding?

Students following government (YPLA or SFA) 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 31st August 2014, 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 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
- Asylum seekers
- Refugees (who will have access to 16-19 Bursary Funding if they are in receipt of supportive evidence from DWP)
- Lone parents

Who is not eligible for 16-19 Bursary Funding?

- Students under 16 years of age or over 19 years of age on 31st August 2014
- Students who do not meet the residency qualifications

How does The Academy assess applications and allocate 16-19 Bursary funding?

The 16-19 Bursary Fund is a limited fund and The Academy will prioritise allocation. There will be 3 priority groups, categorised as high, medium and low

High priority group

Students aged under 19 on 31st August 2014 and who fall into one of the following categories:

- Are currently in care (as defined by social services)
- Are leaving or have recently left care
- Are in receipt of Income Support in their own name
- Teenage parents in receipt of income support
- Young carer
- Are disabled and in receipt of both Employment Support Allowance and Disability Living Allowance

Eligible students will be guaranteed a £1,200 bursary for costs such as transport, equipment etc.

If eligible payments will be made on a module basis (i.e. 6 times per year).

Medium priority group

Students who fall into any of the following category:

- Live in a household with a gross annual household income of below £20,000
- Teenage parents not in receipt of income support

Eligible students in this group, if they apply to the 16–19 Bursary Fund by Friday 18th October 2013, **may** be eligible for a contribution towards:

- The cost of transport, essential course equipment, trips, uniforms, materials, etc
- A possible cash bursary, of at least £100.00, if aged under 19 on 31st August 2014, dependent on meeting agreed attendance and behaviour criteria. This will be subject to availability of funds
- Financial support towards childcare costs and examination re-sit fees if aged under 19 on 31st August 2014

If eligible payments will be made on a module basis (i.e 6 times per year).

Low priority group

- Live in a household with a gross annual household income of between £20,000 and £25,000

Those in the low priority group will be considered for funding based on The Academy allocation and subject to available funding after those in the high and medium priority groups have been awarded. In some cases awards may not be made until after 31st December 2014. Students in this group may get a **contribution** towards the cost of essential course equipment, uniforms and transport costs (they may also receive a cash bursary if aged under 19 on 31st August 2013, if funds permit).

If eligible payments will be made on a needs basis.

Applications

A 16-19 Bursary Fund Application form must be completed and returned to Jane Hart, Post 16 Administrator, by Friday 17th October 2014 to ensure receipt of any bursary funds in line with the dates advertised. Any applications received after Friday 17th October 2014 will still be considered under the same criteria but any payments may be delayed.

Criteria

Receipt of any funding is dependent on *Attendance, Behaviour and Application*.

The criteria are:

- Punctual attendance at all timetabled lessons including tutor period, enrichment and classes in other Academy's in The Trust
- Appropriate behaviour at all times
- Appropriate application in your work so that all deadlines for homework and coursework are met

Absences

- Absence due to sickness for more than three days needs to be supported by an SC2 form (self-certification sick-note) obtained from your medical centre. For sickness of one or two days a letter from parents/carers is required within three days of the absence. Persistent short-term illness may not be authorised. Failure to provide the required documentation will result in the absence being recorded as 'Unauthorised'

- You must inform your Tutor or Jane Hart prior to any events which are listed below:
Hospital/Orthodontist/Doctors appointments (a maximum of ½ day absence will be automatically authorised), Interviews, University Open Days, Driving Tests, Principal Student Voice Official Business, Study Leave etc. Where possible the above appointments must be made outside lesson hours. Teaching staff must be informed in advance and not after the event, otherwise this could lead to non-payment. Absences known in advance will be authorised.
- Holidays must not be arranged in term-time. You will not receive the next Bursary payment if you take holidays in term times.
- Religious observances during term time approved by The Academy will be authorised - you must inform your tutor or Jane Hart prior to the event so your absences can be authorised. Extended leave is treated as a holiday – see above.
- Absence during examinations will only be authorised if the absence is due to illness when a doctor's note will need to be produced.
- Absences due to personal issues e.g. for a funeral of a close relative/friend or for time off for family matters, authorised absence may apply at the discretion of The Academy. Where possible you must ask permission first before time off is taken.
- Absence due to disciplinary procedures will lead to suspension of any payments.

Payment Dates

High Priority Group

Payments of £200.00 made each module – 6 times a year

- After Module 1
- After Module 2
- After Module 3
- After Module 4
- After Module 5
- After Module 6

Medium Priority Group

Payments will be made 6 times a year

- After Module 1
- After Module 2
- After Module 3
- After Module 4

- After Module 5
- After Module 6

In addition students will be notified if applications for contributions to essential course equipment, trips and materials have been approved and payments will be made directly at the time needed.

These could be payments towards any curriculum trips or community events (including residential field trips, team building, celebration event, Sixth Form Prom), and materials such as photographic equipment, books or extra printing. The total amount awarded will depend on the number of Bursary applicants and the total fund will be shared between them according to need.

Low Priority Group

See above. Payments will be made on an as needed basis.

Appeals Procedure

If you think you have grounds for appeal against non-payment or non-approval of application you should complete and return the **Decisions Appeals Form** to Jane Hart. If you are still not satisfied with the decision you should submit your appeal in writing. Appeals will be heard by Mr Barton, Director of Learning Post 16. Both you and your parents/guardians may be asked to attend a meeting to discuss your appeal or it may be decided on the basis of your written submission.