

## 16-19 Bursary Policy

### 1. Introduction

1.1 The government introduced a new fund in September 2011 to help pupils facing financial hardship to stay in full time education which replaced both the Education Maintenance Allowance (EMA) and 16+ awards.

1.2 The money is intended for books, meals, transport or other course related costs needed to help a pupil stay in education.

### 2. Types of funding available

There are 3 categories of support available to pupils

#### 2.1 Category 1

Guaranteed Bursary of £1200 for pupils who are:

- in care
- a care leaver
- in receipt of income support
- disabled and in receipt of both Employment Support Allowance and Disability Living Allowance

#### 2.2 Category 2

Discretionary Award of up to £250 (dependent on number of applications from eligible pupils)

A bursary of up to £250 will be available for pupils from families with low household incomes. Pupils will be eligible to apply for this bursary if their parents/carers receive one of the following benefits:

- income support
- housing benefit
- council tax benefit
- income based job seekers allowance
- income related employment and support allowances
- household income less than £16,190

#### 2.3 Category 3

From time to time students might be faced with identifiable financial difficulties that do not fit into category 1 or 2; these students may be given financial or in-kind contributions for:

- educational trips
- expenses to attend college interviews
- clothing

### 3. Bursary Eligibility

3.1 To be eligible to receive a bursary you must be aged under 19 on 1st September in the academic year in which you start your programme of study.

3.2 All pupils applying for a bursary will need to have their own bank account.

Pupils applying for bursaries will need to provide the appropriate evidence as detailed:

#### 3.3 Category 1

- A letter setting out the benefit(s) to which the young person is entitled
- Written confirmation of the young person's current or previous looked-after status from the local authority which looks after them or provides their leaving care service

#### 3.4 Category 2

- Tax Credit Award Notice
- Entitlement/Award Letter showing evidence of benefits received

#### 3.5 Category 3

- Applicants with exceptional circumstances will be viewed sympathetically where financial need can be evidenced. In this situation, a covering letter should be included, outlining the circumstances and providing supporting evidence.

### 4. Application Process

4.1 All pupils wishing to be considered for a bursary will need to complete an application form.

4.2 Application forms are available from the school office

4.3 Assistance in the completion of the application form will be provided by school staff on request. Please contact the school office to arrange assistance.

4.4 For Category 1 and Category 2 applications must be submitted to the school by 31<sup>st</sup> October.

4.5 Category 3 applications may be made at any point during the year.

### 5. Decisions

5.1 Decisions to approve/refuse the bursary application will be made jointly by the Head Teacher and Deputy Head teacher responsible for pupil Pastoral and Well-being.

5.2 The decision will be communicated, by letter, within 10 working days

## 6. Payment Process

6.1 All payment of bursaries is made on the basis of satisfactory attendance of 90% and above.

6.2 Payments to pupils who qualify under Categories 1 and 2 will be paid into the pupils bank account in 3 instalments at the end of each term, providing satisfactory attendance has been made during that term.

6.3 Payments to pupils who qualify under Category 3 may be made in cash, and will require a parental signature to confirm receipt of such a payment.

## 7. Appeals Process

Any appeals or complaints will be considered in line with the school's existing complaints procedure.

## 8. Communication and Review of Newfield 16-19 Bursary Policy

8.1 We will take active steps to communicate this policy to all students, parents, staff, governors, partners, stakeholders, contractors and visitors to the School.

8.2 The Policy has been approved and adopted by the governing body of Newfield School.

8.3 The Governors will review the policy after one year of operation and triennially thereafter, or as required to ensure it remains compliant with legislation.

## Equality Duty

Newfield School complies with the general and specific duties of the Equality Act (2010). In accordance with the duty we publish information that demonstrates that we have due regard to the need to;

- Eliminate unlawful discrimination
- Advance equality of opportunity
- Foster good relations

These specific duties have been considered in relation to all our policies and procedures in school. Our objectives will be reported on and published as part of the Governance public documents available for inspection under the Freedom of Information Regulations and Data Protection duties and in the school newsletter to parents.

## Safeguarding

Newfield School is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority

Full copies of Policies and Procedures related to all aspects of Safeguarding, and the Complaints Policy, are available on request from Geoff Fitzpatrick, Head Teacher and Designated Senior Person for Safeguarding and Child Protection.

<https://www.gov.uk/guidance/16-to-19-bursary-fund-guide-for-2015-to-2016>