



**THE NOTTINGHAM
EMMANUEL SCHOOL**
A Church of England Academy

POLICY:

SIXTH FORM BURSARY 2019/20 POLICY

DATE APPROVED:

JULY 2020

DATE REVIEWED:

JULY 2020

COMMITTEE RESPONSIBLE:

RESOURCES AND ADMISSIONS COMMITTEE

SIGNED:

**Principal
D Hobbs**

SIGNED:

**Chair of Governors
M Blakeway**

1. Introduction and Context

A key priority for the Government is to close the gap in attainment between those from less well-off and more affluent backgrounds, and to ensure every young person participates in and benefits from a place in 16 to 19 education or training.

The Sixth Form Bursary Fund was introduced in 2012-13 to act as a locally distributed replacement for the EMA (Education Maintenance Allowance) that had previously been available for many years to students over 16 studying full-time courses at schools, colleges and other educational providers. The 16-19 Bursary Fund targets support towards the most financially disadvantaged 16 to 19 year olds - those who most need help with the costs of staying on.

School is allocated a budget each academic year so that we are able to run our own bursary fund to support students in relation to financial access to their education. The sums of money paid to each school are calculated using a formula which takes into account the lagged learner numbers, alongside a historical tracking of the typical percentage of the school's cohort that have accessed the fund. (NB. There is no intrinsic link to Pupil Premium or Free School Meals funding methodology).

Further details of the rationale behind the funding stream can be found in <https://www.gov.uk/guidance/16-to-19-bursary-fund-guide-2020-to-2021-academic-year>. The site also details some more regulations in relation additional funding that will be received for students in vulnerable groups (£1200 per year). Any students falling into this category (for example CLA) need to have a separate claim made by the school in order to receive this additional funding.

There are a variety of ways that school can use the funding, but it must be focused on financially supporting the learner to improve their access to education, and cannot be used on any other staffing or resource costs in relation to the sixth form provision at large. In addition, some of the funding is reserved for the support of students accessing other educational opportunities which have a direct impact on the course that they are studying, for example theatre trips, museum visits, field trips. School can also use the funding to support other educational costs and in some very bespoke cases, we can support travel costs and the cost of IT equipment to support learning. The bursary fund is available and open to all students to apply who meet the residency criteria in the ESFA funding guidance for the 2020 to 2021 academic year (<https://www.gov.uk/government/publications/advice-funding-regulations-for-post-16-provision>)

2. There are 2 types of 16 to 19 Bursary

1. Vulnerable Student Bursary

Students can receive a bursary paid in mid- termly installments worth up to £1,200 per academic year, if they qualify under one of the following criteria:

- in care
- care leavers
- in receipt of Income Support, or Universal Credit in place of Income Support, in their own right
- in receipt of Employment and Support Allowance or Universal Credit and Disability Living or Personal Independence Payments in their own right

Please note that to qualify as eligible for a vulnerable support bursary a student does not have to live independently of parents; they can claim ESA, UC, & DLA or PIP in their own right. Parents should note however that they will not be able to claim Child Benefit for them if the student's claim for ESA succeeds.

2. Discretionary Bursary

Students are entitled to a discretionary bursary if they need financial help but don't qualify for a vulnerable student bursary. Discretionary bursaries are awards made by institutions to individual students because they cannot stay in education without receiving financial help for things like transport, trips, books and equipment.

Discretionary bursary payments may be paid to include the following:

Expenditure	Maximum Cost for Reimbursement
Transport	Up to £219 (£249 over 18) to cover the cost of a NCT academic year bus pass
Educational Visits and Trips	Guidance to be issued with individual visits / trips
University Visits	Up to two in year 12
Resources and equipment (e.g. text books)	Seek guidance from subject staff (purchase in autumn term)
IT Provision	£300 (purchase to be made in Autumn term)
Specific hardship	Dependent on circumstances

Students who successfully apply for any of the above levels will also be able to access a small emergency fund for exceptional circumstances if they can show an identifiable financial need and funds are available.

The school will prioritise discretionary bursary payments by means of an assessment of combined annual household income (to include salary, and / or benefits and Universal/Tax credits). Financial support will be allocated proportionally each year as follows, based upon ESFA good practice guidance:

<u>Priority</u>	<u>Household Income</u>
Priority 1	Up to £16,527
Priority 2	£16,528 to £20,550
Priority 3	£20,551 to £25,942

Funding will be made in order of priority. Termly limits may be applied depending on circumstances and the uptake in specific priority groups.

If a student leaves the learning programme, they will not be eligible to receive further payment, and any overpaid monies may need to be repaid.

IMPORTANT - Please note that payment figures quoted above are subject to change dependent on annual funding and demographic need of students which cannot be pre-determined until enrolment and application to the scheme.

The school cannot supplement the bursary once its funds have been used up, and no further student claims will be possible during that academic year.

It is also important to note that two groups of students aged 19 or over on 31 August 2020 are eligible to apply for help from the discretionary bursary: those who are continuing on a study programme they began aged 16 to 18 ('19+ continuers') and those who have an Education Health and Care Plan (EHCP).

3. Process

At the start of the academic year, all Sixth Form students will be given an application form for the Sixth Form Bursary Fund. Parents should complete the form and return along with their supporting documentation. Parents must provide supporting documentation (3 months' worth of payslips/bank statements, P60, letter from the Department of Work and pensions showing receipt of benefits) to the Head of Sixth Form who then assesses the students'

eligibility for the fund. Copies are taken of the documentation provided, and retained for reference and ESFA audit; students will receive a formal letter which confirms whether they have been successful in their application.

The payment is not solely dependent on students' 100% attendance or academic progress, but where student's attendance falls below 96% then a discussion of the continuation of the Bursary Fund support will arise between the student, parent/carer and Head of Sixth Form.

In order to make payment of the Bursary Fund easier and more convenient, we process the payments electronically through BACs to the student and not the parent. Students therefore are requested to provide their own bank account number, sort code as well as the name on their bank account. Any information provided will be kept confidential.

The administration of the funding is then subject to the usual audit procedures in line with the rest of the school's financial activity within the usual cycle.

4. Roles and Responsibilities

The Head of Sixth Form is responsible for the overall leadership and management of the Sixth Form Bursary Fund. This includes:

- Review and evaluation of eligibility criteria on an annual basis
- Assessment of student applications for the funding and confirmation of funding award
- Allocation of remaining funds to key projects and access issues across the academic year
- Monitoring and evaluation of budget for this fund throughout the year
- Claiming of Vulnerable Students Bursaries as necessary
- Leadership of audit of this funding
- Liaising with Finance and Administration Teams over the operational outworking of the payments and communication with parents

The Finance Team is responsible for financial aspects to the management of the fund. This includes:

- Administration and production of BACS transfers for payment
- Allocation of incoming funding to the correct budget code
- Supporting the Head of Sixth Form in monitoring the budget through the regular sharing of spread sheet records of income and expenditure, and supporting the audit process
- Allocation of additional funding to other budget codes within school to make in-school transfers

The Sixth Form Administrator is responsible for the day to day administration of the fund. This includes:

- Collation of all applications and supporting paperwork
- Managing the allocation spread sheet each year which details which students have been successful in their applications
- Administering the payments through sending confirmation letters.
- Storing the copies of supporting documentation (payslips, P45 etc.) determinant of student eligibility

5. Review and Evaluation procedures

During each academic year, a review process is undertaken involving the Head of Sixth Form overseeing the fund to assess the impact of the funding and the efficiency of the administration. This will also involve the financial evaluation of the current budget position to ensure that the fund is healthy, and also that it has been efficaciously spent across the academic year. There are also occasional financial returns that are requested from ESFA in relation the way that the Sixth Form Bursary Fund has been spent.

Students and their families should be aware that if false or incomplete information is submitted, or the school is not informed about any part of your income that is relevant, then the matter may be referred to the Department of Education or the police. This may result in prosecution and school seeking to recover any payments you are not entitled to.