

## **POLICY FOR THE ADMINISTRATION OF THE 16-19 BURSARY FUND**

### **Purpose**

To provide the principles by which all young people in post 16 education at Mill Water School will have equality of access to financial support through the 16-19 Bursary Fund. This guidance should be read in conjunction with the national 16-19 Bursary Fund Guidance on the internet at <https://www.gov.uk/1619-bursary-fund>

### **Types of Support Available**

1. **Vulnerable Learner Award** – Young people in care, care leavers, young people in receipt of Income Support or Universal Credit and young people in receipt of Employment Support Allowance who are also in receipt of Disability Living Allowance will be eligible to receive a bursary of £1200 a year.
2. **Discretionary Award** – targeted towards Young People facing financial barriers to participation such as the cost of meals, equipment and trips and visits.

#### **Vulnerable Learner Award**

The most vulnerable Young People will be eligible for a bursary of £1200 for the full academic year. The payment method used for this bursary will be at the discretion of the school and will be arranged to best meet the individual learners' needs and circumstances. This will be agreed with the learner and their family.

The school is responsible for identifying Young People who are eligible for this payment. Written confirmation of the young person's looked after status or evidence of receipt of the above benefits will be needed to support the payment of the Guaranteed Award.

#### **Discretionary Awards**

In administering the discretionary element of the fund the school will adhere to the following principles. Due to the limits based on budgets, in order to have the greatest impact on learners, Discretionary Awards will be targeted at those facing the greatest financial hardship. The following priority groups will be used to manage applications:-

**Priority One:** Learners in receipt of Free School Meals

**Priority Two:** Learners who may not be in receipt of Free School Meals but may be from a low income family who may receive one of the following state benefits:-

- Income Support/Universal Credit
- Income Based Job Seekers Allowance
- Employment Support Allowance (Income Related)
- Support under Part VI of the Immigration and Asylum Act 1999
- Guarantee Element of Pension Credit
- Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income of £1,190.00 or less
- Working Tax Credit 'run-on' – the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit

Evidence of one of these benefits may be required to support applications to the 16-19 Bursary Fund.

Applications will also be accepted from learners who can demonstrate financial hardship. Evidence to support such applications should be submitted to the Headteacher or School Business Manager and will be treated in the strictest confidence being shared only with the Appeals Committee in the event of an appeal.

Satisfying these eligibility criteria cannot guarantee funding to any learner and the school will need to consider other factors including the purpose for which the funding support is requested and the budget available. In the first instance Discretionary awards will be allocated to help learners meet costs in relation to transport to and from school with any remaining funds being used for other essential items related to their individual course of study such as equipment, trips and meals whilst attending school.

### **Administering the Fund. Arrangements for Application and Appeal**

**Opening and Closing Points for Applications to the Bursary Fund:** Families will be alerted to the existence of the 16-19 Bursary Fund in the year preceding their Post 16 education. The Business Manager will liaise with families to support them in the submission of any application.

Application forms will be available from the Business Manager and will also be distributed to Post 16 Students at the start of the academic year.

**Decision Making and Appeals Process:** Applications will be heard by the Senior Management Team. Appeals will be heard by the Governors and complaints will be dealt with in line with normal school practice.

**How Decisions will be communicated to Young People and their Families:** Students and their families will receive information about their application by letter no later than one month following the application being made. All documentary evidence will also be copied and returned by this date. Copies will be held securely on file.

**Payment Method:** Assistance will normally be by a BACS payment into a bank account in the name of the Learner when costs have been agreed on items and appropriate evidence of the cost produced.