



Budmouth College



Sixth Form 16-19 Bursary Policy

Governors' Committee responsible:	Finance and Resources
Link Senior Leader responsible:	Mark Henman
Adopted	7 th December 2011
Date reviewed by Governors :	25 th January 2017
Next annual review date:	January 2018

Working Together. Creating Opportunities

This Policy should be read in conjunction with the following Budmouth College policies and documents:

Policies	Documents
Sixth Form Post 16 Admissions Policy	EFA 16 to 19 Bursary Fund guide for 2015 to 2016

The Policy has been reviewed using the equality impact assessment initial screening record and positive impact is explicitly intended and very likely.

All *policies* can be found on the College 'R' drive in the Policies folder.

Equality Impact Assessment – initial screening record

1. What area of work is being considered?

16-19 Bursary

2. Upon whom will this impact?

Financially disadvantaged Sixth Form students

3. How would the work impact upon groups; are they included and considered?

The Equality Strands	Negative impact	Positive impact	No impact
Minority ethnic groups		/	
Gender		/	
Disability		/	
Religion, Faith or belief		/	
Sexual Orientation		/	
Transgender		/	
Age <small>(N/A to pre-school and school children)</small>		/	
Rurality		/	

4. Does data inform this work, research and/or consultation, and has it been broken down by the equality strands?

	NO	YES	Uncertain Can be
Minority ethnic groups			
Gender		/	
Disability	/		
Religion, Faith or belief	/		
Sexual Orientation	/		
Transgender	/		
Age		/	
Rurality	/		

Does the initial screening highlight potential issues that may be illegal?
YES/ NO

Further comments:-

Do you consider that a full Equality Impact Assessment is required? YES/ NO

Initial screening carried out by Mark Henman, Director of Sixth Form

Signed Date 25/01/2017

Comment by Principal :

Date.....

Budmouth College Provisional Sixth Form 16-19 Bursary Fund- Policy

Purpose

To distribute the funds allocated by the government in the fairest possible method that takes into account the household income of students.

Eligibility

Students in the following three groups (in priority order) will be eligible for support, subject to the availability of funds, provided they meet the general conditions set out by the government.¹

- A.** Students who are identified by the government as 'most vulnerable'. These students will automatically be entitled to a bursary of £1,200. Students in this group are-
 - i. Young people who are looked after by the local authority
 - ii. Care leavers
 - iii. Those in receipt of income support or Universal Credit (UC) in their own right
 - iv. Disabled young people in receipt of both Employment Support Allowance and Disability Living Allowance.

- B.** Students who are eligible for free school meals.

- C.** Students who come from families in the lower 40% of UK household incomes.²
 - i. Students with an annual family income of less than £20,000 in the last tax year (including benefits). This must be established through current Working Tax Credit / Child Tax Credit Documentation. From Sept 2016 this will be UC and students will be asked what their UC is replacing.
 - ii. Students who can demonstrate through Working Tax Credit / Family Tax Credit or UC that their award has been changed to reflect a change in circumstances so that their annual family income including benefits is now below £20,000.

Any remaining money from the Government's allocation will become part of a hardship fund which can be applied for by students able to demonstrate specific costs they incur as part of their Sixth Form Studies. Hardship fund applications may be made from the Spring Term.

For this fund, documentary evidence of costs must be provided unless the cost is a charge made by the school. Examples of costs would include (but are not limited to)-

- Travel to and from school (or to a partner educational organisation delivering part of a Sixth Form Programme of Study).
- Personal Protective Clothing or necessary clothing required for a course.
- Books, materials and equipment needed for a particular course (such as for art or other practical subject)
- The cost of educational visits related to courses.
- Travel costs to University interviews.
- The cost of retaking exams.

¹http://readingroom.lsc.gov.uk/YPLA/ypla_16-19_Bursary_Fund_Guide_for_2011-12-gn-Jun11-v1.pdf

²<http://www.statistics.gov.uk/cci/nugget.asp?id=334>

Level of Funding and Frequency of Payments

At the start of the year the following will be set aside from the bursary fund:

- estimated cost of providing funding to all students in **Group A**
- 5% administration charge.
- 5% contingency (which is then available either for changing circumstances or the Hardship Fund from Spring Term onwards).

One third of the remaining funds will be distributed to all eligible students in **Groups B and C**. The amount each student receives may vary each term depending on the number of claimants. To meet all needs a percentage of available funds should be established at the start of each term, by dividing the sum available by the level of established needs. Eligible students should then receive that percentage of their identified needs.

At the start of terms 2 and terms 3 if any additional students enter eligibility **Group A**, the remaining pool should be recalculated to reflect this using the 5% contingency if necessary, otherwise the funds shall be distributed as above.

Conditional Payments

Full payments each term shall only be made to students who have:

- Achieved 95% attendance during the payment period.
- Not been the subject of any exclusion.

Method of Payment

Payments will usually be made directly to the student or where it is requested by the student, to their parent or guardian, by cheque. Payments will be made at the end of each term.

Decisions

Decisions about acceptability of evidence for eligibility and assessment of need will rest with the Governing Body. They will be communicated to applicants via the school e-mail system unless applicants request otherwise on the application form. Appeal from any decision would be dealt with by a separate panel of the governing body. Appeals must be made in writing within five working days of decisions being issued.