



Eltham Hill School Post 16

16 – 19 Bursary Fund

**POLICY
AND
APPLICATION FORM**

2016 - 2017



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Introduction

The 16-19 Bursary Fund is paid by the Education Funding Agency (EFA) to Schools and Colleges. The 16-19 Bursary Fund provides financial support to help students overcome specific barriers to participation so they can remain in education.

There are 2 types of 16 to 19 bursaries:

1. a vulnerable bursary of up to £1,200 a year for young people in one of the defined vulnerable groups
 2. discretionary bursaries which institutions award to meet individual needs, for example, help with the cost of transport, meals, books and equipment
- Students wishing to claim from the 16–19 Bursary Fund will fall into two categories. **It is extremely important that you decide at this stage which of the two categories applies to you.**
 - Students who believe that they are eligible must apply by **Friday 14th October 2016** and must also supply the required evidence to support the application.

Eligibility

To be eligible for either type of bursary students must:

- be aged over 16 and under 19 at 31 August 2016
- meet the residency criteria in EFA 2016 to 2017 academic year funding regulations for post-16 provision
- be participating in provision that is subject to inspection by a public body which assures quality (such as Ofsted).

Students who are eligible and who meet the requirements of the funding will receive 4 half-termly payments over the course of the Academic Year, subject to meeting the conditions for study and conduct. The first payment will be early December 2016.

You must read this document carefully to ensure that you fully understand the requirements of the Bursary Fund and that do not miss important application deadlines which are non-negotiable.



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Categories of Bursary Fund: Important!

1. Vulnerable Student Bursary.

To be eligible for the vulnerable bursary, students must be in one of the defined vulnerable groups:

- Young people in care
- care leavers
- personally 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

If you believe that you fall into this category of bursary, you should be eligible for a payment of £1,200 for the academic year.

You **do not need to read further in this guidance** but should complete the appropriate section of the application form at the end of this pack and submit this immediately.

If you do not fall into this category, please go to **2. Discretionary Student Bursary.**

2. Discretionary Student Bursary

Students with household incomes of less than £25,000 a year are eligible for discretionary bursaries. The school asks for proof of income from working families, and from non-working families, evidence of household benefits. You or your family's financial situation may entitle you to some support to enable you to continue successfully in your education. The income thresholds and the procedure for allocating the funds are detailed below.

Students whose home household income is above £25,000 per annum are not eligible for a Discretionary Bursary.



Income Eligibility Thresholds.

Step 1: Applicants are identified as falling under one of the two income tiers as outlined below:

- **Student Tier A** – Students who have successfully claimed Free School Meals for the current academic year or whose annual household income is less than £18,000.
- **Student Tier B** – Students whose home annual household income is less than £25,000.

Allocation of Discretionary Bursary funds.

The following method of funding will be used: 5% of the total funding will be held back for administration and 15% of the total funding will be held back for applications that are received after the deadline of **14th October 2016** (i.e. change of circumstances & new students). It is therefore vital that those who are eligible now, apply before the deadline of **14th October 2016** to avoid a substantially lower ratio of funding. To be considered for the first round of Bursary Applications this deadline must be met and is non-negotiable.

The remaining 80% will be prioritised and allocated as follows:

Step 1: Eligible applicants are identified as falling under one of the two income tiers as shown below

- **Student Tier A** – Students who have successfully claimed Free School Meals for the current academic year or whose household income is less than **£18,000**.
- **Student Tier B** – Students whose home household income is less than **£25,000**.

Each Tier then has a specific weighting multiple for a share of this residual fund as described in Step 2 below:

Step 2: Size of maximum payment depends upon the student tier, number of applicants and of course the total amount of funding available.



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e.g.

Tier	Weighting Multiple	Divided by: No. of eligible students
A	2	Total no. of Tier A students
B	1	Total no. of Tier B students

You will be informed of any payments you are entitled to after all applications have been assessed.

3. Conditions of Funding

Students will be reviewed half termly in relation to their attendance, punctuality, commitment to studies and general conduct. In order for the ensuing payments to be authorised, students must have zero unauthorised absences since the last review or since the start of the course (if term 1).

Upon review each term, students will also be expected to have attendance higher than **98%** for the term.

Students who are eligible for this funding should be aware that the additional financial support they receive in the form of the grant should be used to help offset costs directly linked to their education, for example;

1. Deposits for the loan of an iPad
2. Deposits for the loan of text books
3. Transport
4. Books and Equipment
5. Additional Course Costs (trips and residentials)
6. Costs of travel to HE interviews

Students in receipt of this grant funding will not be eligible or granted any further financial support from the school in help towards these costs.



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Students will also be required to inform the school of changes in their financial circumstances.

4. In Year Applications and the Contingency Fund

Applications made after the deadline date will be from the Contingency Fund (15% of total Bursary Fund Centre allocation). An estimate of the “residual funds” figure will be made by the Bursary Fund Panel and Steps 1 and 2 applied as above. This means that non Guaranteed Bursary Group student allocations may vary according to the “residual funds” during the year. Applications made after the deadline date will also be pro-rata based on the student enrolment date and academic year.

5. Procedure for Application

To make an application, students should download an application form from the website. Students who have specific queries regarding their application should talk to Mr Mohammed & Mrs Crean.

Students are advised to clarify they have the correct evidence before submitting their application forms as inadequate evidence will not be accepted and the student may not then qualify for the first round of allocations, which will significantly reduce their eligibility payments.

Once the application form is complete with the evidence of eligibility attached, these should be placed in an envelope marked ‘Bursary Application - Private and Confidential’.

Applications should be returned with evidence to the front office, by **14th October 2016**.

Each claim will be considered and decisions made in accordance with the fund guidelines. The decision outcome will be communicated to you in writing during week commencing **21st October 2016**.

The claim forms will be sent to the Finance Team who will then administer the appropriate payment to each student.

Appeals must be made in writing to the School Principal within 4 weeks of the decision, explaining clearly what is being appealed and why changing these decisions is thought to be incorrect. An additional meeting to consider the appeal may be called and additional evidence to support the appeal may be required. Please note, the school is



bound by the terms and conditions of the grant and can only make awards to those who fully meet the eligibility and who can provide original evidence.

All information supplied will be treated in the strictest confidence throughout the process and all original documentation will be returned once the applications have been verified.

6. Timing and Amount of Payments

Students are only eligible for payments if they are legitimately enrolled and attending as defined by the criteria.

- The amount of funding allocated to each student will be paid in four equal instalments.
- An instalment will be made each half term, apart from the first and last half terms of the school year when no payment will be made.
- This arrangement is to allow time for students' effort and attendance to be reviewed at the start of each half term, prior to payments being made.

Important Notes

- All payments will be made via BACS* in the name of the student.
- Regrettably, we are unable to make payments to anyone other than the student.
- Students should ensure they have a bank account in their name through which to receive funds.
- If a partial allocation is made, the payments will be related proportionately.

*BACS stands for Bank Automated Clearing System and means that the payment is made directly into your bank account, removing the need for you to physically pay in a cheque.



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Eltham Hill School Post 16
Bursary Fund Application Form
2016-2017

Full Name: _____ D.O.B. ____/____/____

Address: _____

Postcode: _____ Contact Number: _____

Please tick your eligibility:

1) **Vulnerable Student Bursary.**

2) **Discretionary Bursary.**

(For 2 now select from one of the boxes below)

Student Tier A – Students who have successfully claimed Free School Meals for the current academic year OR whose Household income is less than £18,000. The evidence you will need to submit is: a Free School Meals letter or an original annual Tax Credits award statement for April 2016 to April 2017 issued by HM Revenue & Customs showing Household income is less than £18,000.

Student Tier B – Students whose home Household income is less than £25,000. The evidence you will need to submit is: an original annual Tax Credits award statement for April 2016 to April 2017 issued by HM Revenue & Customs showing Household income is less than £25,000.



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To allow us to set you up on our BACS automated payment system, please complete the information below:

Applicant Name:	
Name of Bank:	Branch & Address:
Sort Code:	Account Number:

I declare that the statements made on this form are true, and to the best of my knowledge and belief, are correct in every respect.

I undertake to supply any additional information that may be required to verify the particulars given. I understand that if I refuse to provide information relevant to my claim



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the application will not be accepted. I also undertake to inform the school of any alteration to any of the particulars in writing.

I agree to repay the school in full and immediately any sums advanced to me if the information I have given is shown to be false or deliberately misleading.

I am aware that should my attendance, general conduct and/or punctuality drop below that which is required and expected, my grant payments can be significantly reduced, or even fully withdrawn.

I am aware that the funding covers only this school year and that I must reapply next year; there is no guarantee that I will receive funding for future years even if I am eligible for the current year.

I agree that any deposits required for the loan of either an iPad, text books or other school resources will be paid out of the bursary

I have read and agree fully to the terms and conditions of this grant

I have attached original evidence as required

Signed:

Date:.....

Print Name:

Signature from a Parent/Carer