

# Framwellgate School Durham

## 16-19 Bursaries

### Introduction

16-19 Bursaries replace the Education Maintenance Allowance (EMA) for young people in 16-19 education. Funding to provide bursaries is allocated directly to schools and other 16-19 education providers on an annual basis and providers will be expected to administer the allocation of this funding. Schools will have a duty to provide bursaries to students who are identified as most vulnerable at a specified rate but have discretion over allocating funding to other students depending on their individual needs.

### Aims

- To support access to post-16 education where there are financial barriers to continued learning.
- To ensure that most vulnerable students receive their bursary entitlement

### Principles

- To adhere to the eligibility criteria and definitions of 'most vulnerable' detailed in the YPLA guidance
- To award discretionary bursaries through a fair and transparent system
- To allocate funding based on individual need

### Implementation

#### **Eligibility**

Who is eligible to apply for 16-19 Bursary Funding?

Students following government (YPLA or SFA) funded full time or part-time courses, who are 16 years and over and satisfy one or more of the following criteria: -

- Students aged at least 16 and under 19 years of age on 31/08/21 who are in care, are leaving care, are in direct receipt of Income Support, Universal Credit, Personal Independence Payments or are disabled and in receipt of both Employment Support Allowance and Disability Living Allowance
- Students who are economically or socially disadvantaged and at risk of not taking up or continuing their education. This group includes students with physical or other disabilities, medical conditions and/or learning difficulties
- Students who have been in care, on probation, are young parents or are otherwise considered at risk
- Students who are asylum seekers
- Students who are refugees (who will have access to 16-19 Bursary Funding if they are in receipt of supportive evidence from DWP)
- Students who are lone parents
- Students who are in receipt of FSM

Framwellgate School Durham will provide access to bursaries for students who meet the following criteria:

**A: High Priority- Most Vulnerable**

Students in care, care leavers, students in receipt of income support and disabled young people in receipt of Employment Support Allowance who are also in receipt of Disability Living Allowance are entitled to the full bursary award. A minimum rate is set by government. Minimum rate for 2021/22 is set at £1200

**B: Medium Priority- Students eligible for Free School Meals**

You could receive this level of funding if:

You have a gross annual household income of below £20,000 OR

You are in receipt of Free School Meals OR

Your household is in receipt of other income-based, means tested benefits

If you think you are eligible for payment in kind up to the maximum value of £500 per annum, please complete the main application form and tick the box for Level 2 bursary.

You will need to state what support you will require to assist you with your studies. The value of this bursary will be calculated annually according to the availability of funds divided by the number of eligible applicants. Payments will be made subject to the terms of the Bursary Contract.

**C: Low Priority Students for whom there are other significant financial barriers to learning:**

Applications for bursary awards can be made where the school has evidence that family income is £35,000 or below and there are exceptional costs that act as a significant barrier to continued learning.

If you have an identifiable financial need and do not fall into Levels 1 or 2 above and you think you are eligible for support, please complete the main application form and tick the box for Level 3 bursary. Those in the Level 3 group will be considered for funding based on the school's allocation and subject to available funding after those in Level 1 and Level 2 have been awarded.

The maximum value is £500 per annum.

Transport Bursary- Students eligible for the General Bursary who live outside a 3 mile radius of the school may also receive a Transport Bursary if they have purchased a bus pass. For eligible students, the Transport Award will be paid directly into the student's bank account and will cover the cost of a term's pass. Evidence will be needed of the bus pass.

**Allocation of funding**

- The school will allocate bursaries to students in categories A and B before determining bursaries for those in category C.
- The school has discretion, where a clear rationale is given, to supplement awards based on individual circumstances.
- Administrative costs will be charged to the bursary fund.

- Payment can be 'in kind', for example through purchasing travel cards or providing free access to school organised higher education

There will be a range of individual support packages to help cover costs of:

- Essential textbooks and extended learning texts
- Art/photography materials
- Course-related trips
- Travel to HE interviews and open days
- Essential uniform
- Special equipment
- Criminal record (DBS) checks
- Other expenses may be considered on application

## **Application**

Awards will be made through an application process. Decisions on the allocation of funds will be made by the Head of Sixth Form. In the event of an application being unsuccessful, the student will be informed in writing of the rationale for the decision.

A formal appeal process exists, details of which will be sent with any unsuccessful applications.

Please complete the application form and return to the Sixth Form Office together with supporting documentation (as detailed on the form). The Head of Sixth Form will review applications to ensure there is evidence of compliance with these guidelines. The total fund delegated to school is finite; Vulnerable Student Bursary takes priority. There is no guarantee that all/any Level 2 Discretionary Bursary claims will be met, as this is dependent upon demand at any given time for both the Vulnerable Student Bursary and the Discretionary Bursary level one claims. Students who are eligible for any level of funding should complete an application form and hand it to Sixth Form Administration. The bursaries will be reviewed each term. Entitlement to make the qualification is not a guarantee of funding; our allocated funds are limited, so support will be awarded to students who demonstrate greatest need.

All applications need to be supported with one the following:

- Proof of household income
- Certified letter from the LA re: Free School Meals or within the last 6 years
- Certified letter from the DWP
- P60 (additional evidence will also be required)
- Self-Employment Income evidence
- Other means tested certification (Working Tax Credit/Child Tax Credit)

Continued payment of the bursary will be dependent on the student's attendance rate. This will be monitored by the sixth form pastoral team and recommendations to cease payment will be provided to the administration team prior to any payment date if students do not meet the required rate of attendance. The student will be informed of this decision by letter.

**Payments:** Payment will be made directly to the student through BACs. Payment cannot be paid into parents'/carers' accounts.

## **Privacy Notice**

The information you provide on your application form is collected and handled in compliance with the General Data Protection Regulation 2018 (GDPR). It will be used by Framwellgate School Durham to administer and manage the Bursary Fund scheme (including the detection and prevention of fraud).

## **Fraud**

A parent/carer and student must confirm that all information provided is true and must notify Framwellgate School Durham if any circumstances change. The bursary will be provided on the basis that certain conditions set by the school, as detailed in the 16-19 Bursary Contract, will be adhered to. Parents/carers and students will be required to jointly sign applications so that they understand that money may be claimed back and eligibility withdrawn should they knowingly provide information which is discovered to be false.

All bursary payments will be subject to the conditions laid down in the 16 – 19 Bursary Contract, including attendance, behaviour, completion of coursework and completion of courses enrolled upon.

Learners and their parents/carers should understand that the available fund is limited. Any appeals against decisions can be made to the Academy Business Director- Miss Pattison.

## **Appeals**

All students have a right to appeal against any decision made in respect of a bursary awarded or not awarded. Appeals must be made in writing and submitted within two weeks of the decision. The final decision on appeal is taken by a panel including the Head Teacher and the Academy Business Director.

At no point in the process will the circumstances of other Bursary receipts be discussed for reasons of confidentiality.

## Framwellgate School Durham 16-19 Bursary Fund Main Application – 2021/2022

Prior to completing this form please read through the guidance notes. Proof of entitlement must be included when the form is returned (this must include proof of paid employment and any Working Tax Credit or Child Tax Credit).

### Learner Details

Surname/Family Name	
First Names	
Date of Birth	
Address	
Post Code	
Home Phone	
Mobile Phone	
E-mail address	
Courses being studied	

This application for assistance from the 16-19 Bursary Fund is made at the following level. Please tick one category.

Level 1 (High)	<input type="checkbox"/>	Level 2 (Medium)	<input type="checkbox"/>	Level 3 (Low)	<input type="checkbox"/>
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I wish to apply for support towards:

Specific need (i.e. transport), Detail (if applicable), Amount applied for, Total

Specific Need	Detail	Amount Applied for	Total


I understand that there is no guarantee that funds will be available when I apply and that if there is a high demand on the funds, awards may be given at a reduced rate.

I confirm that the details are true and accurate. I understand that to continue to receive funding I must maintain good levels of attendance, effort and behaviour.

Signed (Learner)

Date

I confirm that the details on this application are true and accurate to the best of my knowledge. I understand that the criteria will need to be met by my son/daughter to ensure payments are received in full.

Signed (Parent/Carer)

Date

## Framwellgate School Durham 16-19 Bursary Contract 2021/2022

Name ..... Form .....

By completing this Contract, you agree to the terms and conditions under which you will be paid your 16-19 Bursary. Any change in financial/home situation should be communicated to school in writing. Parents/carers/students are required to sign to this effect and if upon review it is found that students/parents/carers have falsified documents, submitted inaccurate information or been claiming money fraudulently the school may refer the matter to the police. It is an expectation that the 16-19 Bursary will be used to support your education and will cover outgoings such as transport costs to school, books and equipment, trips and other course related costs.

Student declaration:

I am a full-time student attending Framwellgate School Durham. I agree to abide by the terms and conditions of this contract and understand that the payment of the 16-19 Bursary is subject to a review following each progress report. I understand that I must take responsibility for ensuring that I have 90% - 100% attendance, excellent performance and effort in compliance with the school's attendance and behaviour policies.

I recognise that the school will only allow authorised absence under the following circumstances (evidence will be required in all cases):

- Hospital/medical appointments which cannot be arranged outside school hours
- Recognised religious holiday (up to maximum of three days)
- Visits to university/college or careers interviews (maximum of five)
- Field trips and other extra-curricular activities related to studies agreed by the school
- Attendance at a close family funeral
- Driving test (not lessons)
- Court attendance or social service review
- All illnesses must be supported by a parental telephone message or letter
- I understand about claim procedures

In each claim period, as long as I have met the requirements above, I understand that I will receive a bursary in kind depending on the nature of my request. If my attendance or behaviour is below a satisfactory standard my award may be stopped or I may have to return it. I understand that if my application for financial assistance is unsuccessful or successful in part, it remains my responsibility to pay all outstanding fees related to my study at Framwellgate School Durham.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Parent/carer signature: \_\_\_\_\_ Date: \_\_\_\_\_

I hereby confirm that the above-named student has had the terms of the 16-19 Bursary explained and has agreed to comply with the conditions of this contract. It has also been explained that payment is subject to meeting the conditions listed above.

Signature Sixth Form Administrator: \_\_\_\_\_ Date \_\_\_\_\_  
Signature Head of Sixth Form \_\_\_\_\_ Date: \_\_\_\_\_

Date application received:

Outcome: