

Post 16 Bursary Fund – Allocation Policy - 1st September 2019 to 31st August 2020

Outlined below is The Blue School's policy in relation to the allocation of its share of the Government's Post 16 Bursary Fund. Payments under the fund are made to support an individual student's costs specific to continuing their studies in The Blue School Sixth Form. The total amount of Bursary funding provided by Government is finite with no additional money available, regardless of actual demand. Accordingly, the school has had to determine the level of discretionary payment amounts based on anticipated take-up for categories 1.2 and 1.3.

1) ELIGIBILITY

Enrolled sixth form students will be eligible for payments from the Bursary Fund if they are aged over 16 and under 19 by 31st August 2019. [If a student turns 19 during their programme of study they can continue to get the bursary until the end their programme or 31st August 2020, whichever is sooner].

Eligible students must fit into and/or apply under any one of the following three categories:

Category 1 – maximum grant £1,200.

- a. Students in care, (including unaccompanied asylum-seeking children),
- b. Young care leavers,
- c. Young people in receipt of income support or the equivalent Universal Credit (UC) in their own right
- d. Disabled young people in receipt of both Disability Living Allowance (or the new Personal Independence payments) and Employment Support Allowance (ESA) (or Universal Credit as a replacement for ESA) in their own right.

Category 2 - maximum grant £800.

Students who are (and have applied for and have been approved as) eligible for receiving free school meals.

Category 3 - maximum grant £400.

Students not falling into or applying under the above two categories, and where the School's Pastoral Team support the requirement for public transport to get to school - contribution towards the cost of the annual payment for a Somerset County Bus Transport Ticket (for use on Public Transport) or Somerset Student Contract Bus Ticket. Evidence of purchase will be required before the grant is awarded.

Enrolled sixth form students will not be eligible for continuing instalment payments of the Bursary Fund if:

- a. Total authorised/unauthorised absence exceeds 15%.
- b. There have been causes for concern regarding conduct.

2) FURTHER DISCRETIONARY PAYMENTS

Due to the overall limit on funding, further discretionary payments to individual students will not be considered during 2018/19. If the expenditure is appropriate, students will be advised to seek support from the Governors' Foundation Trust as a one-off payment alternative to the Bursary.

3) EXISTING STUDENTS - CHANGE OF CIRCUMSTANCES

Category 1 students are entitled to their allocation but must notify the school of their eligibility via the application process.

An individual may only apply once under categories 2 or 3 as specified above during the academic year. However, an exception will be considered where an individual's circumstances change during the year and they become eligible under a new category. In such cases their grant payment will be:

- Pro-rated by calendar month, from the 1st day of the month following date of application and or receipt of evidence of eligibility.

- Reduced by any amount of the fund already paid under a previous category.

Bursary payment for the academic year will be assessed at the time of application, and will not be withdrawn if an individual's circumstances subsequently change and they become ineligible under one of these categories.

4) NEW STUDENTS

Bursary payments will be pro-rated as above for any eligible students who join The Blue during the academic year. In such cases, any payment will be reduced by the amount of any retained bursary paid to the individual from their previous institution during this academic year, (if/as appropriate).

5) PAYMENT METHOD

In the majority of cases, bursary payments will be made to the individual student's bank account. In exceptional circumstances, (and only after the agreement of the student has been confirmed in writing), payment will only be made to parents/carers. Bursary payments will not be made to other family members, friends or companies/third parties.

6) PAYMENT FREQUENCY

Category 1 and 2 Bursaries will be made and continue to be made on the basis of:

- 50% in September/October 2019
- 50% in January 2020

Payments will be subject to the student remaining enrolled on their course at The Blue and consideration of attendance and conduct as indicated above (1e/1f).

An exception will be made to those individuals applying under Categories 2 and 3, who have to pay an upfront annual payment for their Somerset County Bus Transport Ticket or Somerset Student Contract Bus Ticket. Evidence of purchase will be required to receive payment as a one-off and the refund will not be made until after the student has enrolled or started on their course year on Wednesday 4th September 2019.

7) DEADLINE FOR APPLICATIONS

Category 1 Bursaries are funded separately and can be applied for throughout the year (pro-rated). Category 2 and 3 Bursaries will be allocated on a first come first served basis until all funding is used up.

The deadline for applications to be submitted for claims to be paid in the 2019/20 academic year, for all categories, will be Friday 27th March 2020.

8) SURPLUS FUNDS

After the application closure date, any surplus funds remaining in the Bursary Fund will be shared out on an equal allocation basis to those students who remain enrolled as at 30th April 2020 and who have previously claimed for Bursary Funding under categories 2 and 3 since 1st September 2019. The maximum bursary amount for the year including any surplus allocation will not exceed £900 for category 2, £810 for category 3. This allocation of surplus funds being applied only if the resulting amount per claimant exceeds £10.

9) APPLICATIONS

Bursary applications must be made using the form attached and be submitted to the Finance Office.

THE BLUE SCHOOL – 2019/20 16-19 BURSARY FUND APPLICATION FORM

Name _____ **Tutor Group** _____

I am applying for a 16-19 Bursary Fund payment under the following category, *(please tick one box only, as appropriate)*:-

Category 1.1 - £1200. I am in care, a care leaver, in receipt of income support, or am disabled and in receipt of Employment Support Allowance and Disability Living Allowance.

Category 1.2 - £800. I am currently eligible for Free School Meals.

Category 1.3 - £400. I am requesting support towards the cost of an annual payment for a Somerset Bus Transport Ticket. I attach proof of purchase.

Bank Details:

Bank Account No: _____ Bank Sort Code: _____

Bank Account Holder Name: _____

Bank Name and Address _____

Declaration

I understand that my eligibility for a Bursary payment will be verified by the school and I have provided evidence if/as appropriate.

Under Categories 1.2 and 1.3, I wish to receive the Bursary Payment as a one-off payment in Sept/Oct 2019 to support the purchase of my Somerset Bus Transport Ticket. Please tick if appropriate

I confirm that the bank details I have provided above are for my personal bank account. I confirm that I will use this Bursary Payment solely to support my studies at The Blue.

Signed _____ **Date** _____

PLEASE RETURN TO THE FINANCE OFFICE IN MAIN RECEPTION.

Office Use

Eligibility/Transport Checks _____

Pastoral TL _____

Payment authorised _____ **Date** _____