

## Ellen Tinkham School

### **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 Ellen Tinkham School will have equality of access to financial support through the 16-19 Bursary Fund. This guidance should be read in conjunction with national YPLA Guidance (see useful links below).

#### **Types of Support Available**

1. **Vulnerable Learner Award** - Young people in care, care leavers, young people in receipt of Income Support 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 via in kind payments 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
- 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
- The **maximum** level of Working Tax Credit
- Child Tax Credit if it is the only benefit received, and where annual income, as assessed by the Inland Revenue does not exceed £16,190

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 Head Teacher or Deputy Head Teacher and will be treated in strictest confidence being shared only with the Appeals Committee in the event of an appeal.

Satisfying these eligibility criteria can not 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 as part of the review process in the year preceding their Post 16 education. The Childrens' Services Co-ordinator and class teacher will liaise with families to support them in the submission of any application.

Application forms will be available from the school office, the school website 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 Resources Committee. Complaints will be dealt with in line with normal school procedure.

**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 to be held securely on file.

**Payment Mechanisms:** Assistance will normally be 'in kind' and will be given as and when appropriate. Payments will only be made directly to families in circumstances where costs have already been incurred on agreed items and appropriate evidence can be produced.

**Policy on Fraud:** Any incidents of suspected fraud will be reported to the police.

**Administrative Procedures:** The school will have administrative procedures that record bursary applications and awards (including number, value, purpose and whether awarded or not and brief justification) so that all YPLA audit and reporting requirements are satisfied.

## **Withholding Funds and Budgeting**

The school will retain 10% of the discretionary fund to act as a contingency to meet the needs of learners who may face financial hardship during the academic year. This may be for learners who move into the 'vulnerable' group during the academic year, changes in learners' circumstances, or learners who start mid-year.

### **Useful Links**

#### **YPLA Bursary Fund web-page**

<http://www.ypla.gov.uk/learnersupport/16-19-bursary/>

#### **Bursary Fund Guide**

[http://readingroom.lsc.gov.uk/YPLA/ypla\\_16-19\\_Bursary\\_Fund\\_Guide\\_for\\_2011-12-gn-Jun11-v1.pdf](http://readingroom.lsc.gov.uk/YPLA/ypla_16-19_Bursary_Fund_Guide_for_2011-12-gn-Jun11-v1.pdf)

#### **Q and A for providers**

[http://readingroom.lsc.gov.uk/ypla/16-19\\_Bursaries\\_Provider\\_QA\\_v2\\_30Jun11.pdf](http://readingroom.lsc.gov.uk/ypla/16-19_Bursaries_Provider_QA_v2_30Jun11.pdf)

#### **Q and A for Young People and Parents**

[http://readingroom.lsc.gov.uk/YPLA/ypla-16-19\\_Bursary\\_Fund\\_QA\\_for\\_Young\\_People\\_and\\_Parents-br-Jun11-v1.pdf](http://readingroom.lsc.gov.uk/YPLA/ypla-16-19_Bursary_Fund_QA_for_Young_People_and_Parents-br-Jun11-v1.pdf)

#### **Transitional Arrangements Guide (for students previously on EMA)**

[http://readingroom.lsc.gov.uk/YPLA/ypla\\_16-19\\_Bursary\\_Fund\\_Guide\\_for\\_2011-12-gn-Jun11-v1.pdf](http://readingroom.lsc.gov.uk/YPLA/ypla_16-19_Bursary_Fund_Guide_for_2011-12-gn-Jun11-v1.pdf)