

16 - 19 Bursary Fund Policy/Statement 2016-2017

The Education Funding Agency expects Townley Grammar School to administer the 16 – 19 Bursary Fund and demonstrate that they comply with any audit requirements.

16 – 19 Bursary Fund Summary

The 16 – 19 Bursary Fund provides financial support to help students overcome specific barriers to participation so they can remain in education.

There are two types of 16 – 19 bursaries available:

- **A Vulnerable Bursary** of up to £1,200 a year for young people in one of the defined vulnerable groups
- **A Discretionary Bursary** awarded by Townley Grammar School to meet individual needs and requirements

To be eligible for either type of bursary, students must:

- Be aged over 16 and under 19 as at 31st August 2016
- Meet the residency criteria in the Education Funding Agency 2016 – 2017 academic year funding regulation for post 16 provision
- Be participating in provision that is subject to inspection by a public body which assures quality (such as Ofsted)
The provision must also be either:
 1. Funded by the Education Funding Agency
 2. Otherwise publicly funded and lead to a qualification (up to and including Level 3) accredited by Ofqual or pursuant to Section 96 of the Learning and Skills Act 2000
 3. A 16 – 19 traineeship programme

The following information applies to students aged over 16 and under 19 on 31st August 2016 taking a full-time further education course in 2016/17.

Vulnerable Bursary

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

- In care
- Care Leavers
- In receipt of Income Support, 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.

Discretionary Bursary

To be eligible for the Discretionary Bursary, students must be facing financial barriers to participation and need help to stay in education. Awards are made to students to help overcome the individual barriers to participation that the student faces, for example, help with the cost of transport, meals, books and equipment. All awards are made depending on each student's individual circumstances. The school will assess each application in three priority groups, categorised as low, medium and high.

Who is not eligible for 16-19 Bursary Funding?

- Students under 16 years of age or over 19 years of age on 31/08/14.
- Students who do not meet the residency qualifications.

Priority Groups Set at Townley Grammar School for the Discretionary Bursary Based Upon Household Income:

Low Priority Group:	Annual household income of between £20,817 and £25,521
Medium Priority Group:	Annual household income of between £16,191 and £20,816
High Priority Group:	Annual household income below £16,190

For audit purposes and to meet compliance with the Education Funding Agency Townley Grammar School will require the following evidence, where applicable, for all claims, in order to confirm eligibility:

Discretionary Bursary:

- Proof of age as at 31st August 2016
- Proof that the student meets the residency criteria outlined in the Education Funding Agency regulation for post 16 provision
 - Passports that have been endorsed detailing the right to abode in the UK
 - A certificate of naturalisation or registration as a British Citizen
- Free School Meals eligibility
- Proof of Carers' Allowance
- Proof or letter from General Practitioner confirming caring role
- Tax Credit Forms (TC602)
- Proof of income from self-employment
- P60 for the tax year April 2015 – March 2016
- 3 – 6 months' worth of bank statements
- Proof of all DWP benefits relating to the household

Vulnerable Bursary

- Proof of age as at 31st August 2016
- Proof that the student meets the residency criteria outlined in the Education Funding Agency regulation for post 16 provision
 - Passports that have been endorsed detailing the right to abode in the UK
 - A certificate of naturalisation or registration as a British Citizen
- Confirmation that you are in care
- Confirmation that you are a care leaver
- Confirmation that you are in receipt of Income Support (IS), or Universal Credit (UC) in place of Income Support in your own right
- Confirmation that you are in receipt of Employment and Support Allowance (ESA) or Universal Credit (UC) and Disability Living Allowance (DLA) or Personal Independence Payments in your own right

Townley Grammar School - Conditions for Receiving the Bursary Funding

Students must meet the following standards relating to attendance, behaviour and attainment:

- Minimum attendance level of 95% unless there is a valid reason for absence (e.g. illness, a caring role or family problems)
- Be punctual to school, punctual to lessons, ensuring a high level of attendance
- Adopt a positive work ethic to ensure targets and grades are achieved
- Adhere to the school dress code
- Abide by the Townley Code of Conduct, serving as a role model for the younger members of the school

Payments

Bursary awards are paid directly to the student via their own bank account. Students are able to open a basic bank account at the age of 16. Further information on basic bank accounts can be found at British Bankers' Association.