

BLACKFRIARS ACADEMY FE BURSARY POLICY

Developed:

Revised: June 2015

Review Date: Autumn
2015



16 – 19 Bursary Fund for the Academic Year 2015 / 2016

Purpose of the Fund

The purpose of the 16-19 Bursary Fund is to provide financial help to learners who are facing financial barriers to participating in their studies. Blackfriars FE Academy is able to make Bursary Fund allocations based on the needs of individual students, taking into account their individual circumstances. The 16-19 Bursary Fund Policy has been written in collaboration with other Staffordshire Schools.

Allocation

The Academy will receive an annual allocation from the Education Funding Agency (EFA).

Criteria for allocation

The money can only be allocated to students on an individual basis against the criteria set out below. All students aged 16 or over studying in the Sixth Form are eligible to apply if they feel they meet the criteria. Payments for the Vulnerable Student Bursary will be paid into the student's own bank account.

Criteria One

Students aged 16 or over and under 19 on 31st August 2015 will be entitled to apply for a full Bursary Fund Allocation of £1200, if they can provide documentary evidence to the Bursary Panel that they are in one of the following categories:

- In receipt of Income Support or Universal Credit in their own name
- In care
- A care leaver
- A disabled student in receipt of both Employment Support Allowance and Disability Living Allowance (or Personal Independence Payments)

WITHOUT APPROPRIATE DOCUMENTATION YOU WILL NOT BE ELIGIBLE

Criteria Two

Students who have financial barriers affecting participation in their studies may apply for assistance towards the cost of books, trips, course materials, equipment and transport, if any of the following apply:

- Not eligible for Criteria one
- They would meet the criteria for eligibility for free school meals (i.e. parents in receipt of Income Support, Income-based Job Seekers Allowance, Child Tax Credit with an annual income of less than £16,190 or the ‘Guarantee’ element of State Pension Credit. Working Tax Credit does not apply)

Students must also meet all the targets and objectives in their Sixth Form Learning Agreement

Any Bursary Fund Allocations awarded by the Bursary Panel will be a contribution towards the cost and will not cover the whole cost. Documentary evidence and receipts will be required as appropriate.

Administration

Closing date for applications is Friday 6th July 2015.

Payment for the full Bursary (Criteria One) will be made by BACS payment in three installments in October 2015, January 2016 and April 2016.

Payment for Criteria Two will be discussed and arranged on an individual basis. “Payment in kind” may be considered appropriate, e.g. for books, trips, course materials, equipment and transport. **PLEASE NOTE THAT ANY EQUIPMENT PURCHASED BECOMES THE PROPERTY OF THE SCHOOL ONCE THE STUDENT HAS LEFT.**

10% of the Bursary Fund allocation will be retained for students who join the school later than the start of the academic year.

5% of the Bursary Fund will be retained to assist with administration costs.

Monitoring and Evaluation

Post-16 Support and Administration will be responsible for ensuring students meet targets and objectives as per their Learning Agreement. Failure to do so can result in the funding being withdrawn.

The Finance Officer will be responsible for maintaining records in accordance with the requirements of the EFA.

The Finance Officer will be responsible for reporting to the EFA as appropriate.

The 16-19 Bursary Fund Policy will be reviewed on an annual basis by the Academy Council.

Appeals

Applicants should be aware that funding available for Criteria Two is limited. All applications received will be considered by the Bursary Panel. The Bursary Panel consists of the Head of Academy, Deputy Head of Academy and Finance Officer. The Bursary Panel reserve the right to award funding as it sees appropriate – priority will be towards transport costs.

The decision made by the Bursary Panel on the level of funding awarded is final. The Academy Council Appeals Committee will receive and determine only upon any appeals where funding is refused. Appeals should be addressed to the Clerk of the Academy Council c/o the academy.

Appendices

Application form – Criteria One

Application form – Criteria Two

APPLICATION FOR THE 16-19 BURSARY FUND – CRITERIA ONE

Name	
Address	
Contact Number(s)	

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Please tick all boxes that apply:

- I am in receipt of Income Support (or Universal Credit)
- I am a care leaver
- I am in care
- I am a disabled student in receipt of both
Employment Support Allowance and Disability
Living Allowance (or Personal Independence Payments)

Please enter any comments relevant to your application and attach documentary evidence (photocopies are acceptable):

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Please note all of the information on this application will be confidential but we may need to contact you or a parent/guardian for further information.

Payments for successful applicants will be paid BACS in three instalments in October 2015, January 2016 and April 2016.

Student signature:

Date:

Please return to: The Bursary Panel c/o Blackfriars FE Academy Office by 06/07/15

APPLICATION FOR THE 16-19 BURSARY FUND – CRITERIA TWO

Students who have financial barriers affecting participation in their studies may apply for assistance through Criteria Two of the Bursary Fund (e.g. towards the cost of books, trips, course materials, equipment and transport). PLEASE NOTE THAT ANY EQUIPMENT PURCHASED BECOMES THE PROPERTY OF THE ACADEMY ONCE THE STUDENT HAS LEFT.

Name	
Address	
Contact Numbers	

Please indicate what you are applying for assistance for:

In order to apply students should meet one of the following criteria:

Please tick all boxes that apply:

- I am not eligible for Criteria One

- I meet the criteria to be eligible for Free School Meals
(see the Bursary Fund Policy for further details)

Please enter any other reason or change in circumstances that support your application for assistance:

You will also need to meet all your targets and objectives as outlined in the Sixth Form Agreement. Failure to do so can result in the funding being withdrawn. This will be evaluated and monitored by Post-16 Support and Administration/Head of Sixth Form.

Please note all of the information on this application will be confidential but we may need to contact you or a parent/guardian for further information.

Any Bursary Fund Allocations awarded by the Bursary Panel will be a contribution towards and not the whole cost and the method of reimbursement will be discussed on an individual basis. Please note that “payment in kind” may be considered appropriate e.g. for travel passes, trips, food, equipment and course materials. Documentary evidence and receipts will be required as appropriate.

Student signature:

Date:

Please return to: The Bursary Panel, c/o Blackfriars FE Academy Office by 06/07/15

RATIFIED BY ACADEMY COUNCIL ...



DATE 17/06/15