



Bursary Guidance

This Guidance sets out the arrangements for how Heathcote School & Science College will prioritise and administer the 16-19 Bursary Fund in 2018/19. It is the aim of the Sixth Form to use funds to make the maximum impact on recruitment, attendance, retention, achievement and success rates.

What is the Bursary Fund?

The 16-19 Bursary Fund is designed to help support young people who face the greatest financial barriers to participation in education or training. The fund is split into 2 parts:-

1. Vulnerable Bursary (Priority Group)

A guaranteed Bursary is available to all learners who fall into one of the vulnerable groups identified below and are eligible to receive £1,200 a year. This is paid half-termly subject to meeting attendance and behaviour criteria:

- Young people in care
- Care leavers
- Young people in receipt of Income Support or Universal Credit in place of Income Support, in their own right
- Young people in receipt of both Employment and Support Allowance or Universal Credit and Disability Living or Personal Independence Payments in their own right

2. Discretionary Bursaries

All 16 to 19 students may apply for a discretionary bursary. Bursaries are targeted at students who cannot stay in education without financial help for things like transport, meals, books and equipment.

Three bands of eligibility will be applied:

Band 1 – annual household income of £16,190 or less, or parents in receipt of Jobseeker's Allowance, Income Support, Universal Credit or an equivalent benefit. Students in this band will be prioritised for a bursary. Awards will reflect the student's needs and can be used to contribute towards the costs of bus travel to the academy, educational visits during the year, exam re-sit fees, costs of visiting university open days / interviews, books or other educational equipment costs.

Band 2 – annual household income between £16,190 and £20,817. These students will also receive bursaries but at a smaller contribution to Band 1 students.

Band 3 – annual household income between £20,817 and £25,521. We will consider offering students in this band a small contribution towards identified costs such as transport or planned educational trips.

Who is eligible to apply?

To be eligible to apply for the fund, learners must:

- be aged over 16 and under 19 at 31 August 2018
- meet the residency criteria in EFA 2018 to 2019 academic year funding regulations for post-16 provision
- be participating in provision that is subject to inspection by a public body which assures quality (i.e. Ofsted), the provision must also be either
 - funded directly by EFA or by EFA via a local authority
 - otherwise publicly funded and lead to a qualification (up to and including Level 3) accredited by Ofqual or pursuant to Section 96 or the Learning and Skills Act 2000
 - a 16 to 19 traineeship programme

How do I apply?

- Complete the 16-19 Bursary Fund application form answering all questions to avoid any delays in processing – forms can be downloaded from the School Website:
www.heathcoteschool.com
- Attach the required proof as detailed in the application form (please send in photocopies and not the originals)
- Submit your application form to Ms Lewis at the school by post or in person

Evidence

All applications to access the 16-19 Bursary Fund must be supported by appropriate evidence as detailed on the application form.

What happens next?

- The Bursary Panel (see Appendix A) will test the application against the eligibility criteria and check the evidence and assess the need for funding. The Bursary Panel may discuss the application with the student if required.
- The Bursary Panel will notify students in writing of the outcome of their application within 14 working days of receipt. However, in September the processing time may be longer as most applications are received at this time.
- Initial Bursaries will normally be issued within 8 weeks of the course start date.
- Any application that requires special consideration will be discussed by the Bursary Panel who will consider the application and decide the level of any award. This is normally completed within 6 weeks of the application.
- The Bursary Panel will arrange for the bursary to be paid directly to the student.
- The School Finance Officer will keep financial records of all awards made.

Please note: Student will need to have a current bank account in their name.

Can I appeal against the School's Decision?

1. You have the right to appeal. If any young person or their parent/carer is not satisfied with the outcome of their application, they should appeal in writing to the Bursary Panel within 10 working days stating fully their reasons why.
2. The Bursary Panel will call a Bursary Appeals Committee (see Appendix A) within 15 working days of receiving the appeal.
3. The decision for appeals will be made by the Heathcote Bursary Appeals Committee. The applicant will be informed of the Committee's decision within 10 working days of that meeting.
4. If unsuccessful in this appeal, the student has 10 working days to contest the decision (in writing) with the Heathcote Final Appeals Committee (see Appendix A). The applicant will be informed of the Final Committee's decision within 10 working days of that meeting.
5. The decision made is final.

Important Notes:

1. The fund will be distributed in a consistent and fair way and in accordance with guidance issued by the Education Funding Agency (EFA). Student eligibility will normally be determined through an income-related assessment together with an assessment of the actual need for support. This process will be managed by the Bursary Panel.
2. Where special circumstances apply, the application will be assessed by the Bursary Panel. The Bursary Panel can make non-standard awards where appropriate.
3. In cases where emergency help is required, support may be arranged by the Bursary Panel to reflect the immediate needs of the student.
4. The budget for the Bursary Fund is **limited**: Students who are eligible for support are not automatically entitled to it. **If demand exceeds the available funds, reduced bursaries may be given.**
5. In its administration of the Bursary Fund, Heathcote School will not discriminate against students on any basis as defined in current equalities legislation.
6. Students enrolled on a two year course will need to re-apply for financial assistance at the beginning of the second year. Bursaries made in the second year may differ from first year awards.
7. Students who are successful must understand that release of the money is conditional on the following*:
 - maintenance of a high level of attendance (normally 95% each half-term, with 0% unauthorised absence)
 - maintenance of a high level of punctuality (normally 1 day's bursary will be deducted for every 5 lates to morning registration)
 - good conduct (evidenced by referrals/detentions/effort & deadlines data on tracking sheets)
 - good progress (evidenced by predicted grades/MATs)

**Failure to meet these requirements may result in a reduction in the half-termly bursary that is received by the student.*

8. Students must inform the Bursary Panel of any substantial or material change in their circumstances.
9. Heathcote School will aim to ensure that the bursary fund is spent gradually over the year. **Nevertheless once the bursary money is spent; there can be no further payments.**

Exceptional Circumstances

The applications from students who are eligible for government funding, but whose household income is in excess of the stated threshold and are experiencing financial difficulty due to a significant and unexpected change in personal circumstances during their time at the School, may be considered for the Bursary Fund/emergency payments.

Heathcote School may also award a Bursary to any student who faces genuine financial barriers to staying on in education (at the discretion of the School).

The School will operate a contingency fund which will be used for one-off payments to help students who are experiencing exceptionally challenging circumstances to help with the cost of going on school trips, attending interviews etc.

Students may apply for the Bursary Fund anytime during the year if their circumstances change but they are not guaranteed to receive a payment. It is dependent on eligibility and available funds.

Absence

Payments will be subject to satisfactory attendance, punctuality, behaviour and progress in line with the appropriate School Policies.

If a student is absent from School the Bursary Fund payment will be made on a pro-rata basis. If a student has any unauthorised absence, deductions will be made from their Bursary.

- i.e. an unauthorised absence ('N' mark in register) will result in a ½ day being deducted from your bursary payment
- 5 late marks ('L' mark in morning register) will result in a day being deducted from your bursary payment

Holidays in School Term Time

The school discourages taking time away from study for holidays during term time. Therefore holidays taken in school term time will be recorded as Unauthorised and the Bursary Fund will not be paid whilst a student is on holiday.

Formal Agreement

Before any student receives the Bursary Fund, they will be required to sign and honour a contract which states the standards expected by Heathcote and confirms the truthfulness of the evidence submitted on the form. They will also undertake to inform the Bursary Panel of any substantial or material change in circumstances.

Appendix A

Bursary Panel

Role:

To be responsible for allocating the 16-19 bursary fund fairly and identifying students who are eligible to receive the Vulnerable Bursary (Priority Group) and those who may be entitled to the Discretionary Bursary.

The decision should not be the sole decision of one member of staff. The Bursary Panel consists of:

Ms Tobia (Director of Sixth Form)
Ms R Lewis (Head of Year 12 and 13)

Heathcote Bursary Appeals Committee

Role:

To consider appeals against the decisions of the Bursary Panel Staff. The Bursary Appeals Committee consists of:

Mr S Bailey (Assistant Headteacher)
Mr N Hutchins (Assistant Headteacher)
Ms J Vazquez (School Business Manager)

Heathcote Final Appeals Committee

Role:

To be responsible for hearing appeals against the decision of the Heathcote Bursary Appeals Committee on whether applicants should successfully be awarded a Discretionary Bursary. The Final Appeals Committee consists of:

Mr B Abbott (Deputy Headteacher)
Ms S Close (Deputy Headteacher)
A governor (TBC)