



# The Crypt School 16-19 Bursary Fund Policy 2018-19

**Lead Person:** Director of Sixth Form  
**Governing Body Committee:** Resources, Staff and Pay

## Context and Aims

In September 2011 the Government introduced a 16-19 Bursary Fund to provide support for sixth form students from economically deprived backgrounds to continue in their post-16 education. This replaced Educational Maintenance Allowances (EMA). The School is allocated funding roughly based on the numbers of student applications for financial support in the previous financial year: these funds should be entirely exhausted by the end of each financial year. Approximately 5% of this funding may be used for the school costs of administering the scheme, in line with direction from the Education and Skills Funding Agency (ESFA). The School will manage the funding to allow for a £1600 (approx.) reserve throughout the year in case of extraordinary student applications for financial support. The Bursary Panel will endeavour to increase the payment thresholds, as outlined in Section 1 (1.1, 1.2) of this document, by the rate of inflation each year (CPI) currently 2.3%. In the event of a sum of money remaining at the end of the year, the School will divide the excess between the student applicants for that year, based on their good attendance and punctuality, good behaviour and achieving marks in line with their predicted grades.

This document is based on advice provided by the Education Funding Agency and sets out how The Crypt School will administer and distribute these funds and is divided into the following sections:

1. Eligibility
2. Applications and Assessment
3. Payments
4. Appeals
5. Fraud

The Crypt School recognises that offering support to students from economically deprived backgrounds requires sensitivity and respect for all those concerned. Information relating to applications will be treated confidentially.

## 1. Eligibility

Bursaries are intended to support those students from economically deprived backgrounds. There are 2 types of bursaries students are eligible to apply:

- 1.1 Vulnerable bursary of up to £1200 for young people in one of the defined vulnerable groups: in care, care leavers, students in receipt of income support or universal credit and young people receiving Employment Support Allowance who are also in receipt of Disability Living or Personal Independence Payments in your own name (for information on eligibility visit <https://www.gov.uk/guidance/16-to-19-bursary-fund-guide-2018-to-2019-academic-year> or the 6th form office).
- 1.2 Discretionary bursaries that institutions award to meet individual needs. Typically for students whose parents or carers have a household income of less than £25,000, and/or are eligible for Free School Meals, or have had them in the past. Additional funding or payments might be granted to less well-off students at the panel's discretion (for information on eligibility visit <https://www.gov.uk/guidance/16-to-19-bursary-fund-guide-2018-to-2019-academic-year> or the 6th form office).

Bursary Level 1.2 will receive payments to be determined by the Bursary Panel, dependent on the money received by the school. The School is only allocated a finite amount of money for bursaries and this will be distributed amongst applicants in relation to their priority levels of eligibility. Once this money has been allocated there will be no more money to distribute. The funding comes to the school from central government and the school has no other money to pay bursaries. Students should be aware that submitting an application is not a guarantee of any bursary payment.

Payments should be for specific educational purposes, which may include: costs of transport (bus passes), extra books and equipment, meals in school, educational trips, UCAS registration etc. Students eligible to receive a bursary must be aged over 16 and under 19 on the 31<sup>st</sup> of August in the academic year in which they start their programme of study, and must satisfy ESFA residency criteria.

Students aged 19 or over on 31 August 2018 are eligible to apply for help from discretionary bursaries: those who are continuing on a study programme they began aged 16 to 18 ('19+ continuers') and those who have an Education Health and Care Plan (EHCP). Other students aged 19 and over may be able to access Discretionary Learner Support

provided by the Skills Funding Agency. Students should talk to their institution to establish what help may be available to them. No students aged 19 or over are eligible to receive a vulnerable bursary. They must satisfy ESFA residency criteria.

Students who move from The Crypt School to another educational provider will need to sign an agreement if they wish their information to be shared with the new institution.

## **2. Applications and Assessment**

The Crypt School will make every effort to ensure that all those students entitled to bursaries receive such support. All students coming into the Sixth Form will receive information about bursaries. A specific application form is available to be used. Students will be encouraged to make an application for a Bursary as soon as possible after enrolment in September.

Students will be asked to provide evidence of their total household income e.g. notice of benefits received from the Department of Work and Pensions (see ESFA Bursary Crypt School Application form for further details). The School will photocopy any supporting documentation provided as evidence in an application, and will keep this securely stored.

To receive a bursary the student must satisfy the following conditions:

- The student must have no unauthorised absence from any lesson, private study period or supervised study period (monitored by Sixth Form Administration Assistant).
- The student must have met the terms of the Sixth Form Learning Agreement.

Applications should be received by the Director of Sixth Form by October 12<sup>th</sup>. A Bursary Panel comprising The Assistant Headteacher 16-19, the Deputy Headteacher, the Sixth Form Administration Assistant and the Bursar will meet twice a year (in October and January) to review all applications and authorise payments up to the permitted maximum in each term. The panel will meet within 10 working days of the application deadline and students will be informed of the result of their applications within 5 working days of the panel meeting.

Payments to successful claimants will be backdated to the first day of The Crypt School Autumn, or Spring Terms in September and January respectively. If personal circumstances change, students can make applications throughout the academic year; these will be reviewed when the panel next meets. In this case, payment of claims can be backdated for up to 28 days. Students / parents / guardians must inform the School of any changes in circumstances. Students will be entitled to appeal against any decision taken by The Crypt School. The appeals process is outlined in Section 4 of this document.

## **3. Payments**

Payments to students will be made through automated bank transfer on a regular basis (to be determined by the Bursary Panel and dependant on the amounts to be paid: larger amounts may be paid with greater frequency than smaller amounts) for that period of time that a student remains on their course and meets the expectations of Sixth Formers, as outlined in the Sixth Form Learning Agreement, with specific regard to attendance and punctuality, behaviour, meeting deadlines, achieving grades in line with predictors. Specific details of these can be found in the document *ESFA Bursary - Crypt School Application Form*.

Should any student fail to meet these requirements the school reserves the right to withhold bursary payments for each week for which requirements have not been met. Similarly if students leave school before the end of the academic year they will only receive payments for the time that they attended the sixth form.

Students must open a bank account, as payments will be made from the school directly to their accounts. Any student facing difficulties in opening a bank account should immediately contact the school Finance Office.

## **4. Appeals**

Students are entitled to appeal against decisions made in relation to their application for a bursary or the withholding of payments. They should first raise their concerns with the Director of Sixth Form, and if such a meeting fails to resolve any differences they should make a written appeal, for consideration by the Headteacher.

## **5. Fraud**

Fraudulent claims for bursary allocations will be referred to the Police. Students found to make fraudulent claims will be required to refund all payments received and may be permanently excluded from the school.

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