

Administration of YPLA 16-19 Bursary Fund

General

1. This policy sets out the arrangements for administering the EFA 16-19 Bursary Fund allocation to Wollaston School.
2. This policy has been reviewed prior to 2017/18, in the light of experience and the new guidance received from the EFA. Wollaston School cannot guarantee that individuals supported under this fund in one academic year will continue to be funded in the next academic year, or funded to the same extent.
3. The Fund is administered in accordance with the EFA 16-19 Bursary Fund Guidance for 2017/18 which provides full details of the scheme. Young people may also wish to consult another document available on the EFA website: <https://www.gov.uk/guidance/16-to-19-bursary-fund-guide-2017-to-2018-academic-year>
4. The Fund is designed to help support those young people who face the greatest barriers to continuing in education or training Post-16.
5. The Fund will be used to pay Vulnerable Bursaries for eligible young people. Funds remaining after Vulnerable Bursaries have been awarded will be used to award Discretionary Bursaries. These will be targeted towards those students facing financial barriers to participation.
6. Receipt of either type of bursary will be conditional on the student meeting agreed standards of attendance, behaviour and completion of work, as detailed in the conditions below.
7. To be eligible for either kind of Bursary, students must be under 19 years of age on 31st August 2017, must be on an appropriate course and meet certain residency criteria.
8. The scheme will be administered by the Sixth Form Centre Manager.
9. Wollaston School will not discriminate against students on the basis of any protected characteristic as defined in current equalities legislation.

Vulnerable Bursaries

1. These have a full-year value of £1,200. Young people in care, care leavers, young people in receipt of income support and disabled people in receipt of Employment Support Allowance who are also in receipt of Disability Living Allowance, are eligible to receive a Vulnerable Bursary.
2. Payment of the Vulnerable Bursary is dependent on students meeting the standards of attendance, behaviour and completion of work detailed in the conditions below.

3. Payment will normally be in six instalments, subject to conditions being met.

4. Students who are eligible for a Vulnerable Bursary must fill in an application form and supply appropriate evidence of their circumstances e.g. a letter setting out the benefit to which the young person is entitled, or written confirmation of current or previous looked after status from the local authority which looks after them.

5. Where a student in receipt of a Vulnerable Bursary needs equipment or materials for a course, these should normally be paid for from the Bursary, unless such items are provided to other students on the course free of charge.

6. Applicants for Vulnerable Bursaries will be required to produce documentary evidence of their eligibility. Wollaston School will advise the young people in question how to obtain this.

Discretionary Bursaries

1. Funds permitting, Wollaston School will make discretionary awards to support the following needs of individual students

- Transport (must live more than one mile from school)
- Equipment (e.g. folders, paper, pens)
- Appropriate clothes for school
- One free meal a day
- Course essential trips

2. Wollaston School will make every effort to publicise the scheme and will adopt an application process which is clear and transparent.

Wollaston School will first assess eligibility for a discretionary bursary before giving consideration to the nature of the support that could be provided. The available funds are limited and the school must target funds to the students with the greatest needs. Eligibility cannot therefore guarantee an award.

3. The value of the bursary awarded is dependent upon the funds available, and may be paid in kind. Evidence that the money granted has been used to meet the costs applied for may be required.

4. Applicants for discretionary bursaries will be required to produce appropriate proof of income related benefits i.e.

- Income Support,
- Income Based Job Seekers Allowance,
- Employment and Support Allowance (Income Related)
- Guarantee Element of the State Pension credit
- Child / Working Tax Credit provided the annual assessment does not exceed £20,000
- National Asylum Seekers Support

5. If circumstances change through the year which mean a student is no longer eligible for consideration, a bursary may be withdrawn.

Applications for Vulnerable and Discretionary Bursaries

1. Most decisions about bursaries are likely to be made early in the Academic Year. Sixth Form staff will make decisions for all applications.
2. Thereafter, applications will be considered on an ad hoc basis if urgent, or in the early New Year and around April/May, if any funds remain. Any unused funds (resulting for example from discontinued payments) will where practicable be pooled for re-allocation.
3. Wollaston School will publicise details of the applications process on the school website.

Conditions

1. Students in receipt of Vulnerable or Discretionary Bursaries will be expected to comply with the following conditions:

- attendance of at least four days in every school week
- no incidents of poor behaviour logged on the school behaviour management system
- deadlines for coursework and homework being met
- acceptable progress towards academic targets being made, as evidenced in reports.

If a recipient of a bursary does not meet these requirements, payment may be discontinued or reduced.

Payments

1. Payments will normally be made directly to students' bank accounts, unless the bursary is being paid in kind. Payments will be made at the end of each term, with the release of payments dependent upon the student having met Wollaston School's conditions during the preceding term (above).

2. In deciding the frequency and basis of payments Wollaston School will take into account the intended purpose of the bursary and the young person's circumstances.

Availability of Funds

1. The Bursary scheme is dependent on funds provided by the EFA, which are limited. The funds allocated may not meet all needs. The amount available for Discretionary Bursaries will be what is left after Vulnerable Bursaries are paid. Discretionary awards will be made on the basis of Wollaston School's assessment of need and priority. Funds may not be available for this at all times of the year.

2. A student awarded a Vulnerable or Discretionary Bursary will sign an agreement undertaking to meet Wollaston School's conditions, accepting the amount and basis on which it is to be paid, and undertaking to notify the School of any change in his/her circumstances.

Fraudulent Claims

1. Where an application is found on investigation to have been made on the basis of false information, payment may be discontinued. The individual concerned may be subject to disciplinary action and possibly referral to external authorities. Wollaston School may seek to recover any funds or goods obtained.

Decisions relating to the Scheme

1. Decisions to award bursaries, or to discontinue them, will be made by Sixth Form staff and the Senior Leadership Team, on the basis of the information available.

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