

KING HENRY SCHOOL

Policy Notes for the 16-19 Bursary Fund in the 2017/18 Academic Year **Please keep this document for future reference**

What is the 16-19 Bursary?

1. It is a fund to help young people facing financial barriers to stay in education and training.
2. Each school, college, or training provider has a fixed amount of funding and with limited funds available we have to target those most in need.
3. The scheme is made up of two parts:
 - a. Young people that have nationally been identified as the most in need will be eligible for a Vulnerable Student Bursary of £1,200 a year. Payments are dependent on meeting the attendance and/or behaviour criteria.
Those eligible for a Vulnerable Student Bursary are:
 - Young people in care
 - Care Leavers
 - **Students** in receipt of Income Support or Universal Credit in their own name
 - Disabled **students** in receipt of Employment Support Allowance/Incapacity Benefit **and** Disability Living Allowance or Personal Independence Payments in their own name
 - b. Other students facing financial difficulties may be able to claim a Discretionary Bursary, subject to each school's budget, to help with such costs as:
 - Course trips
 - Books and/or equipment
 - University interviews expenses
 - Transport or meals
4. The 16-19 Bursary can not be used for:
 - Replacing support and benefits offered nationally
 - Enrolment or administration fees
 - Childcare costs (these are covered by Care to Learn: www.direct.gov.uk/caretolearn)

For Students applying who do not meet the nationally identified groups for the Vulnerable Student Bursary (see 3a above):

5. As we have a limited budget we will assess all initial applications at the same time in order to manage our funds as efficiently as possible.
6. Dependent on the number of eligible applications received we will calculate a basic amount of Bursary funding which will be the same for every student. However, additional funding may be available where other factors have been identified and taken in to consideration.
7. A small amount of the budget will be held back for any students who have found their circumstances have significantly changed within the academic year. Students who find themselves in this position should discuss their situation with **Mrs Davidson, Head of Sixth Form**.
8. Funds can be allocated to students in exceptional and urgent circumstances who do not meet the income threshold criteria (as set out below in 11). If you are having problems attending school due to financial circumstances, then please ensure you discuss your situation with: **Mrs Davidson, Head of Sixth Form**, as the 16-19 Bursary fund may be able to help.

Who is eligible for a 16-19 Bursary?

9. Students who:
 - are aged over 16, but under 19 on 31 August 2017.
 - meet the Education Funding Agency (EFA) residency eligibility. An extract of the main relevant paragraphs have been attached at Annex A.

- are in one of the nationally identified groups to receive a Vulnerable Student Bursary (please see section 3a above) **OR:** have a household income that can be evidenced as below £25,000 annually.

Who is **not** eligible for a 16-19 Bursary?

10. Students in prison or a young offender institution or who have been released on a temporary licence (ROTL) for example on day release
11. Students on Higher Education (HE) courses (this does **not** include learners that are in a school studying a part-time HE course as a part of their overall programme)
12. Waged apprentices

How often will I be paid and are there conditions attached?

13. You will receive your 16-19 Bursary in four equal instalments (this may vary if you apply in-year or submit an urgent request). These will be paid as follows:
 - Initial automatic payment in the first half of the Autumn Term 2017
 - 2nd Payment early in the Spring Term 2018
 - 3rd Payment early in the Summer Term 2018
 - 4th Payment at the end of the Summer Term 2018
14. You will not receive these payments unless you meet the conditions set out on page 3, section 5 of the application form, which are attached at Annex B.

How do I Apply for a 16-19 Bursary and what happens next?

15. Although you can apply for a Bursary at anytime within the school year the majority our Bursary funds will be allocated in the Autumn Term. Therefore, any in-year or urgent applications will be subject to the remaining funding that is available at the time of your application.
16. To allow us to make timely decisions about initial Bursary allocations all applications must be received by **30 September 2017**.
17. Any applications received after this date will be treated as in-year applications.
18. Please note that if your application is returned incomplete or without supporting evidence this may result in it being treated as an in-year application.
19. All applications should be given to: **Mrs Davidson, Head of Sixth Form.**

Will I need a Bank or Building Society Account?

20. Yes, you will need to set up a Bank or Building Society Account to receive payments.
21. There is more information about setting up a Bank Account at: <https://www.moneyadvice.service.gov.uk/en/articles/basic-bank-accounts>
22. Please note that we are unable to make payments into Post Office Bank Accounts.

If my application is unsuccessful can I appeal?

23. If your application is unsuccessful we will explain the reasons why to you.
24. If you are still unhappy with how your application has been handled and/or assessed you can then ask for your complaint to be referred to **Mr Maher, Deputy Head Teacher.**
25. Please note that Mr Maher will only look at complaints that have been referred by a member of staff.

Who do I contact if I have any queries?

26. Please contact: **Mrs Davidson, Head of Sixth Form**

Please note that in preparing these Policy Notes National Guidance was followed: Education Funding Agency: *16-19 Bursary Fund Guide for 2017/18 – 2 Mar 2017*

A copy of the National Guidance can be found at: <https://www.gov.uk/guidance/16-to-19-bursary-fund-guide-2017-to-2018-academic-year>

Annex A : Extract from Education & Skills Funding Agency – Funding guidance for young people 2017/18, published April 2017

The full Learner Eligibility Guidance can be found at: <https://www.gov.uk/guidance/16-to-19-education-funding-guidance>

Definition of ordinarily resident

25. For funding purposes, the ESFA regards as ordinarily resident in a given country any person who habitually, normally and lawfully resides from choice and for a settled purpose in that country. Temporary absences from the relevant area should be ignored. Someone who has not been ordinarily resident because he or she or the person's parent or spouse or civil partner was working temporarily abroad will be treated as if the person had been ordinarily resident in the relevant area.

Students eligible for funding

26. The following persons will be eligible for funding (these groups correspond to some of the groups in the Education (Fees and Awards) (England) Regulations 2007).

a. A person on the 'relevant date'¹ who is 'settled' in the UK, and who has been ordinarily resident in the UK and Islands (that is including the Channel Islands and the Isle of Man) for the 3 years preceding the 'relevant date'. 'Settled' means having either indefinite leave to enter or remain (ILE/ILR) or having the right of abode in the UK. British citizens and certain other people have the right of abode in the UK.

i. European Community-United Kingdom of Great Britain and Northern Ireland passports.

ii. British Dependent Territory Citizens (now known as British Overseas Territory Citizens).

iii. those whose passports have been endorsed to show they have right of abode in the UK.

iv. those who have a certificate of naturalisation or registration as a British Citizen.

b. students studying under reciprocal exchange agreements.

c. students who are children of Turkish workers where the Turkish worker has been lawfully employed and resident in the UK at any time in the past and where the student has been resident in the EEA and Turkey for the full 3 year period prior to the commencement of their programme.

27. In addition to considering the groups outlined above, the ESFA will also consider the following groups of students to be eligible for funding.

a. people with refugee status (RS) or humanitarian protection (HP) or discretionary leave (DL) or exceptional leave to enter or remain (ELE/ELR), their spouses, civil partners and children.

b. people with recently settled status (this means those having been granted indefinite leave to enter or remain, right of abode or British citizenship within the 3 years immediately preceding the start of the course).

28. In addition to the groups above, the EFA will also consider the following groups of students (including those who may not have lived in the UK for the last 3 years) aged up to and including the age of 18 as eligible for funding.

a. those who are accompanying or joining parents or spouses or civil partners who have the right of abode or leave to enter or remain in the UK (or accompanying or joining relevant family members, usually parents, who are EEA nationals), or those who are children of diplomats.

b. those who are dependants of teachers coming to the UK on a teacher-exchange scheme.

c. those who are entering the UK (where not accompanied by their parents) who are British (or EEA) citizens or those whose passports have been endorsed to either show they have the right of abode in this country or to show that they have no restrictions on working in the UK.

d. asylum seekers.

e. those who are (including unaccompanied asylum seekers) placed in the care of social services or those in receipt of Section 4 support.

29. In addition to considering students in the categories listed in the 3 paragraphs above, the funding body will consider other exceptional circumstances. Where an institution believes that a student should be considered for funding under exceptional circumstances, it must contact its funding body.

EEA, Switzerland and the overseas territories

30. For funding eligibility purposes, the EEA is defined as all members of the EU and Iceland, Liechtenstein, Switzerland and Norway and each of their overseas territories as listed in annex F. The Fees and Awards Regulations now confer extended eligibility on EEA citizens and their extended family members (such as grandchildren and grandparents). Students who are nationals of certain British Overseas Territories and of certain European Overseas Territories will also be eligible for funding, subject to the usual 3 year rule on residency. Qualifying territories are listed in annex F.

31. Students who are nationals of any EU (or EEA) countries who are already living in the UK before the start of their programme must be treated equally to UK residents while the UK remains part of the EU. The ESFA expects that this will remain the case for the full funding year 1 August 2017 to 31 July 2018. This advice will be updated in each following funding year.

Annex B : Conditions for the payment of Bursary instalments

5) ATTENDANCE, PUNCTUALITY AND BEHAVIOUR REQUIREMENTS

In signing Section 4 of the application form you have agreed to the following conditions. You will need to meet these conditions to receive your Bursary payments if your application is eligible.

a) Attendance and Punctuality Conditions:

Please note that for in-year applications the number of payments and the expected dates may vary from those detailed below.

Payment	Expected Payment Date	Expected Payment Amount	Conditions
Initial Payment for the Autumn Term	October 2017	25% of Total	No conditions attached
Payment for the Spring Term	January 2018	25% of Total	100% Attendance and Punctuality for the Autumn Term
Payment for the Summer Term	April 2018	25% of Total	100% Attendance and Punctuality for the Spring Term
Final Payment	July 2018	25% of Total	100% Attendance and Punctuality for the Summer Term including attendance at exams and completion of course work

Absence or lateness can be authorised, but it is your responsibility to clear any absences where necessary. Your payment(s) will not be released until you have done so.

Some examples of absences that may authorised are:

- Medical appointments that cannot be arranged outside school hours, e.g. hospital appointments which are supported by an appointment card
- Religious festival - pertinent to your faith
- Visit(s) to University for an interview or open day or other subject-related educational visit.
- An unpaid work experience placement that is an integral part of your course
- Participation in extra curricular activity on behalf of your school/college, e.g. drama or sport, at a regional or national level
- Attendance at a probation meeting
- Attendance at the funeral of a relative or close friend
- A driving test (Not theory test)
- Study Leave

b) Behaviour

In addition to the above attendance and punctuality conditions your payments may also be stopped for the following reasons:

- **Bullying**
- **Fighting**
- **Assault**
- **Damaging property**
- **Dangerous behaviour**
- **Persistent defiance**
- **Failure to attend lessons or hand in assignments and coursework on time**
- **Other unacceptable behaviour as determined by the Head of Sixth Form**