



## IFIELD COMMUNITY COLLEGE

### 16-19 BURSARY POLICY 17-18

#### **1. Introduction**

Ifield Community College administers a bursary fund to support students who are aged between 16 & 19 and who are facing financial difficulties which mean they are experiencing barriers remaining in education.

Eligible students could receive a half termly allowance which can be used for, or contribute to, the purchasing of materials/equipment for their course, books, meals, and/or travel vouchers. Each application is dealt with on an individual basis, ensuring the specific needs of each student are addressed. Two types of bursaries are available – the guaranteed ‘vulnerable’ bursary, and the discretionary bursary.

**ALL DISCRETIONARY BURSARY PAYMENTS ARE SUBJECT TO AVAILABILITY OF FUNDS.**

#### **2. Eligibility**

To be eligible to receive a bursary the young person must be aged 16 or over at 1st September and be under 19 on 31st August in the academic year in which they start their programme of study. Where a young person turns 19 during their programme of study (when started whilst 16-18), they can continue to be supported through the discretionary bursary only to the end of the academic year in which they turn 19, or to the end of the programme of study, whichever is the sooner. Discretionary bursaries will also remain available to students aged 19 and over if they have an Education, Health and Care Plan (EHCP). In exceptional circumstances bursaries may be awarded to younger students where they are following an accelerated programme.

Young people must satisfy the residency criteria as set out in the ESFA funding regulations for post 16 provision 2017/2018. They must be participating in provision that is subject to inspection by a public body that assures quality (Ofsted) and is funded by the ESFA or the European Social Fund or otherwise publicly funded and lead to a qualification (up to and including level 3) that is accredited by Ofqual or is pursuant to Section 96 of the Learning & Skills Act 2000.

#### **3. Guaranteed Bursary (Vulnerable Young Adult)**

Students who are in one or more of the groups below can apply for a vulnerable bursary of up to £1200 (pro-rata for courses lasting less than 30 weeks a year):

- Students in care (looked after by the LA on a voluntary basis or under a care order)
- Care leavers ( young person aged 16 and 17 – or 18 if looked after prior to becoming 18 - who was previously looked after for a period of 13 weeks consecutively, beginning after the age of 14 and ending after the age of 16/young person )
- Students who are themselves (not their parents) in receipt of Income Support (IS) or Universal Credit (UC)
- Students who are themselves (not their parents) in receipt of Employment and Support Allowance (ESA), or Universal Credit (UC) and Disability Living Allowance (DLA), or Personal

## Independence Payments

**Note:** Vulnerable bursaries are not available for students aged 19 or over.

Students placed with a foster career by the local authority are classed as looked after.

The College is responsible for identifying young people who are eligible for this payment and will seek evidence to support each claim, and will retain appropriate evidence where necessary for audit purposes. Where eligibility criteria are met, and a financial need is confirmed, the college will apply to the ESFA for vulnerable bursary funding on behalf of the student. Students need to follow the application process so that their application can be considered.

Supporting evidence will be:

- Letter from DWP setting out the benefit the student is entitled to (must be in young person's name). This must confirm that the student can participate in further education as some young people are not allowed to.
- Written confirmation from Local Authority of the young person's current or previous looked after status

#### 4. **Discretionary Bursary**

The discretionary bursary is allocated directly by the college based on a young person meeting eligibility criteria, and provides an allowance to students who suffer from financial hardship that could hinder their ability to continue in further education. The bursary may be used to assist in the provision of books, course materials, meals (where free school meals are not available) or travel vouchers.

A bursary of up to £800 could be awarded to eligible young people aged 16-19 who were in receipt of free school meals when in year 11, and who meet the conditions relating to attendance, behaviour and progress.

Supporting Evidence will be:

- Confirmation from Local Authority of your entitlement to Free schools Meals

Any change in financial circumstances that will affect the young person's entitlement to Free School Meals must be notified to the college and the Local Authority authorising the free school meal entitlement.

The College will also retain a hardship fund to cover the cost of bursaries which may be awarded throughout the academic year due to changes in the financial or domestic circumstances of individual students or in cases of exceptional circumstances at the discretion of the school.

Eligibility criteria:

- Household income of £20,000 or below – proof of income (including self employment) , household benefits, P60, and/or 3-6 months' worth of bank statements will need to be seen as evidence that the criteria can be met

- Financial hardship – wider family circumstances (i.e. single parent family, number of children supported by the family, young carer responsibilities etc)
- Change in circumstances

## **5. Payments**

Following an initial allocation at the end of the first half term, Bursary Awards will be made half termly in arrears following a review of attendance, behaviour and progress. Where possible, payment in kind will be made or items will be purchased by the college rather than any cash transactions paid. Cash payments will only be made to students producing receipts for the learning materials required. In certain circumstances advanced funds may be available to purchase equipment and resources.

PLEASE NOTE: RECEIPTS WILL BE REQUIRED FOR ALL ITEMS PURCHASED FROM THE BURSARY

## **6. Process for Application**

Applications for a Bursary award should be made using the application form (available from the 6<sup>th</sup> form progress leader or from reception).

All applications should be submitted to the 6<sup>th</sup> form progress leader and will need to be supported by appropriate evidence of eligibility.

Details of all successful applications will be processed together with level, timing and condition of the bursary award.

Applicants will be notified in writing whether their application has been successful within ten working days. If a young person feels aggrieved about how their application has been handled they should follow the College's normal complaints procedure, addressing their grievance in writing within 7 days of receipt of their outcome notification to the College's Business Manager.

## **7. Qualifying Conditions**

Once eligibility has been established the young person will be expected to comply with the following conditions in order to qualify for payment.

- Attendance – No unauthorised absences – Regular and punctual attendance
- Behaviour – No cause for concern – Full and punctual completion of work
- Progress – evidence that progress in being made
- Receipts for all expenditure – students will need to provide receipts for all purchases made from the bursary fund

The discretionary allowance may be withdrawn if attendance or behaviour is not satisfactory at any time.

## **8. Retained Contingency**

The College will retain a contingency to cover the cost of bursaries awarded throughout the academic year due to changes in the financial or domestic circumstances of individual students.