



LORD LAWSON OF BEAMISH ACADEMY

16 – 19 BURSARY POLICY

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Financial Support for Sixth Form Students

16 to 19 Bursary Policy: 2020 to 2021 Academic Year

Background

The Government's 16 to 19 Bursary Fund provides financial support to help students overcome specific financial barriers they face, to enable them to remain in education. This is a set amount per academic year.

There are two types of 16 to 19 bursaries:

- bursaries for defined vulnerable groups of up to £1,200 a year
- discretionary bursaries which institutions award using policies they set, in line with Government funding rules.

Objectives

The objectives of Lord Lawson of Beamish Academy's 16 to 19 Bursary Policy are to:

- provide financial support to help students overcome specific financial barriers so they can remain in education
- ensure that vulnerable students receive their bursary entitlement
- award discretionary bursaries to other students through a fair and transparent system, based on individual need
- ensure our bursary awards are in line with Government funding rules.

Eligibility

Government eligibility criteria for ALL bursary awards are that students must meet the age and residency criteria as detailed below:

- students must be aged 16 or over but under 19 at 31 August 2020 to be eligible for help from the bursary fund in the 2020 to 2021 academic year. Students aged 19 or over are eligible to receive a discretionary bursary only if they are continuing on a study programme they began aged 16 to 18 ('19+ continuers') or have an Education, Health and Care Plan (EHCP)
- students must meet the residency criteria in ESFA funding regulations for post-16 provision. This document also specifies the evidence institutions must see and retain for audit to confirm eligibility for post-16 funding (and therefore meet the residency criteria for bursary fund eligibility. Please click on the following link to review this criteria:
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/934846/16 to 19 funding guidance Regulations 2020 to 2021-Version 1.2.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/934846/16_to_19_funding_guidance_Regulations_2020_to_2021-Version_1.2.pdf)



Our offer

<p>1 High Priority for Students who are:</p> <ul style="list-style-type: none">• in care/looked after• care leavers• receiving Income Support or Universal Credit because they are financially supporting themselves, or financially supporting themselves and someone who is dependent on them and living with them, such as a child or partner• receiving Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right. <p>Please complete the main application form and tick the box for Level 1 bursary.</p>	<p>Up to £1,200 per year (or pro rata for courses lasting less than 30 weeks)</p>
<p>2 Medium Priority for Students who:</p> <ul style="list-style-type: none">• live in a household with a gross annual household income of below £21,000• are in receipt of Free School Meals• live in a household that is in receipt of other income-based, means tested benefits <p>If you think you are eligible for payment, please complete the main application form and tick the box for Level 2 bursary.</p> <p>You will need to state what support you will require to assist you with your studies.</p>	<p>Help with the cost of travel, buying essential books and extended learning texts, equipment or specialist clothing (such as protective overalls), art/photography materials, course-related trips, travel to HE interviews and open days, UCAS application, work experience visits, essential uniform, special equipment, criminal record (DBS) checks.</p> <p>Other expenses may be considered on application.</p> <p>These are items the student would otherwise need to pay for in order to participate in their studies.</p> <p>How much bursary a student receives is based on each student's individual circumstances and their actual financial need. These will vary from student to student, depending on, for example, their household income, the distance they need to travel to the institution and the requirements of their study programme.</p> <p>These awards may be made in kind (e.g. travel passes, revision guides) rather than as monetary amounts.</p>



3 Low Priority Students:

- Ad hoc support for other students facing unexpected significant financial barriers to learning.

If you think you are eligible for payment, please complete the main application form and tick the box for Level 3 bursary.

You will need to state what support you will require to assist you with your studies.

Emergency awards to support students who face exceptional circumstances during the year that impact on their ability to participate.

Ad hoc awards supporting industry placements/work experience/university visits where students may find themselves facing financial difficulties due to incurring extra participation costs e.g. because they need to pay for additional travel to their placement.

How will the funding be allocated?

- High priority students will receive a weekly amount
- Medium and low priority students will be allocated resources according to their need. They will be interviewed by the sixth form team, who will request further interviews if they need to.

Some equipment may be purchased for students to use during their time at Lord Lawson of Beamish Academy and returned on their leaving date. Students will sign a contract for any such equipment.

Will administrative costs be charged to the bursary fund?

The academy is permitted to use up to 5% of their allocation for administrative costs.

How are bursaries paid?

Type 1: High priority awards will be paid weekly by bank transfer to the student's own bank account.

Type 2: Medium priority and type 3 ad hoc/emergency awards may be made in kind (e.g. travel passes, revision guides) rather than as monetary amounts.

Application

Awards are made through an application process. Decisions on the allocation of funds are made by the Head of Sixth Form. In the event of an application being unsuccessful, the student will be informed in writing of the rationale for the decision. Unsuccessful applicants may appeal to Miss Nellist (Assistant Principal) to request a review of the decision, giving reasons for their appeal. If a student feels the process for applications or appeals has been unfair, or it has not been applied properly in their case, or that they have been a victim of bias or prejudice, they may complain to the Principal, stating clearly their grounds for complaint.



Students who are eligible for any level of funding should complete an application form and hand it to sixth form administration, Mr Paul McGovern, along with supporting documentation (as detailed on the application form).

The Head of Sixth Form will review applications to ensure there is evidence of compliance with these guidelines.

Entitlement to make the application is not a guarantee of funding; our allocated funds are limited, so support is awarded to students who demonstrate greatest need.

There is no guarantee that all/any Level 2 medium priority claims will be met, as this is dependent upon demand at any given time.

All applications must be supported with one the following:

- Proof of household income
- Universal Credit
- Employment and Support Allowance
- Housing Benefit
- Personal Independence Payment
- Self-Employment Income evidence
- Other means tested certification (Working Tax Credit/Child Tax Credit)
- Council Tax reduction.

Continued payment of bursary awards will be dependent on the student's attendance rate, which is monitored by the sixth form pastoral team on an individual basis.

Privacy Notice

The information you provide on your application form is collected and handled in compliance with the General Data Protection Regulation 2018 (GDPR). Your data will be used by Lord Lawson of Beamish Academy to administer and manage the Bursary Fund scheme (including the detection and prevention of fraud).

Anti-fraud Measures

A parent/carer and student must confirm that all information provided is true; they must notify Lord Lawson of Beamish Academy if any circumstances change. The bursary award will be provided on the basis that certain conditions set by the academy, as detailed in the 16-19 Bursary Contract, will be adhered to.

Parents/carers and students will be required to jointly sign applications; eligibility could be withdrawn should they knowingly provide information which is discovered to be false.



Appendix A

Lord Lawson of Beamish Academy 16-19 Bursary Fund Main Application – Academic Year 2020/2021

Prior to completing this form please read through the guidance notes.

Proof of entitlement must be included when the form is returned.

Student Details

Name	
Date of Birth	
Age at 31 August 2020	
Address	
Post Code	
Home Phone	
Mobile Phone	
E-mail address	
Courses being studied	

This application for assistance from the 16-19 Bursary Fund is made at the following level:

Level 1 (High)	Level 2 (Medium)	Level 3 (Ad hoc/emergency)

Please tick one category.

Complete this table for Level 2 and Level 3 only

I wish to apply for support towards:

Specific need (delete/change as necessary)	Detail (if applicable)	Amount applied for	Total for academic year
<i>cost of travel to school</i>			
<i>essential books and extended learning texts</i>			
<i>equipment or specialist clothing (e.g. protective overalls, dance shoes)</i>			
<i>art/photography materials/stationery</i>			
<i>broadband access/computing equipment</i>			
<i>specialist software</i>			
<i>course-related trips</i>			
<i>travel to HE interviews and open days, careers fairs or apprenticeship events</i>			
<i>travel to work experience</i>			
<i>special equipment</i>			
<i>criminal record (DBS) checks</i>			
<i>other expenses (please detail)</i>			
		total of above:	



Complete this table for ALL Levels

Please tick as appropriate	Please tick to confirm you can provide evidence of this
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For ALL levels		
<ul style="list-style-type: none"> I am aged 16 or over but under 19 at 31 August 2020 		n/a
Level 1 (High)		
<ul style="list-style-type: none"> I am in care/looked after 		n/a
<ul style="list-style-type: none"> I am a care leaver 		n/a
<ul style="list-style-type: none"> I receive Income Support or Universal Credit because I am financially supporting myself or financially supporting myself and someone who is dependent on me and living with me (such as a child or partner). 		
<ul style="list-style-type: none"> I receive Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right 		
Level 2 (Medium)		
<ul style="list-style-type: none"> I am in receipt of Free School Meals 		n/a
<ul style="list-style-type: none"> My household is in receipt of other income-based, means tested benefits 		
<ul style="list-style-type: none"> I live in a household with a gross annual household income of below £21,000 		
Level 3 Ad hoc support for other students facing unexpected significant financial barriers to learning		
Please give details why you are eligible for an ad hoc/emergency award	n/a	

I understand that there is no guarantee that funds will be available when I apply and that if there is a high demand on the funds, awards may be given at a reduced rate.

I understand that I will need to apply each year I am in the sixth form and that future support cannot be guaranteed should I be successful in my application this year.

I understand that If my attendance or behaviour is below a satisfactory standard my award may be stopped or I may have to return it.



I confirm that I meet the residency criteria in ESFA funding regulations for post-16 provision.

I confirm that the details on this application are true and accurate to the best of my knowledge.
I/we agree to notify the academy in writing of any change in financial/home situation.

Signed (Student): _____ Date: _____

I understand that the criteria will need to be met by my son / daughter to ensure awards are received in full.

Signed (Parent/Carer): _____ Date: _____

OFFICE USE ONLY

Date application received:

Outcome:

Assessed by: