



King's Academy  
**Prospect**

---

**Pros6**

**16 – 19 BURSARY  
POLICY**

# Pros6

## 16-19 Bursary Policy

### 1. Background

In March 2011, the Government announced a new 16-19 Bursary Fund scheme to provide financial assistance to those young people who face a financial barrier to continuing in education or training post-16. The scheme has been put in place as a replacement for the Education Maintenance Allowance.

The 16-19 Bursary Fund has been allocated by the Education Funding Agency (EFA).

This policy sets out the arrangements for how Prospect School Sixth Form (the School) will prioritise and administer the 16-19 Bursary Fund each year, hereafter known as Course Support.

The School is committed to ensuring the funds are used to support financially disadvantaged young people taking up or continuing in their education post-16 and achieving their learning aim(s).

The named contact at the School for all Course Support enquiries is Mr S. Alexander, Head of Sixth Form.

### 2. Course Support Awards available

There are two types of award:

#### i. Vulnerable Course Support

Vulnerable Course Support is available to all young people who meet the general eligibility criteria as set out in this policy *and* who have been identified as being most in need, as set out in this policy. There is a full-year vulnerable learner course support element (for courses of 30 weeks or more) and also a pro-rata vulnerable learner course support element (for courses of less than 30 weeks).

#### ii. Discretionary Course Support

Discretionary Course Support is available to all young people who meet the general *and* additional eligibility criteria as set out in this policy.

### 3. Amounts available

The School's Course Support is a limited fund determined by the Education Funding Agency.

The School will retain 10% of the Course Support fund to administer the fund and to use as a hardship contingency fund to respond to exceptional or circumstantial in-year change. The contingency fund will be reviewed in April annually and any remaining funds can be distributed to eligible young people.

- Recipients of Vulnerable Course Support will receive a guaranteed £1,200, but this will be paid 'in kind' – i.e. the student will select the items s/he requires from categories (Transport, Subsistence, and Specific Learning Resources) to the value of £1200. These items will be purchased by the School Finance Office on behalf of the student.
- Recipients of Discretionary Course Support can expect to receive 'in-kind' support up to the value of £1200. The level of award is set in relation to the household income and individual need of the student. Only in exceptional circumstances would a higher award (in-kind support) be made. As in the case of Vulnerable Course Support, applicants for Discretionary Course Support must decide which items they most need from categories (Transport, Subsistence and Specific Learning Resources). These items will be purchased by the School Finance Office on behalf of the student.
- The School is within its rights to insist that some or all of a recipient's funding is spent in a particular way.

#### 4. **General Eligibility**

To be eligible to receive a Bursary, all young people must be aged 16, 17 or 18 at 31<sup>st</sup> August and meet the YPLA residency requirements as set out in the document:

<https://www.gov.uk/1619-bursary-fund/eligibility>.

#### 5. **Additional Eligibility for Guaranteed Course Support**

- you're in or you recently left local authority care
- you get Income Support or Universal Credit because you're financially supporting yourself
- you get Disability Living Allowance (DLA) in your name and either Employment and Support Allowance (ESA) or Universal Credit
- you get Personal Independence Payment (PIP) in your name and either ESA or Universal Credit

Acceptable supporting evidence for the Guaranteed Course Support will be one of the following:

- Statement from the Local Authority confirming the young person's current or previous looked after status;
- Recent Entitlement or Award Statement setting out the benefit to which the young person is entitled.

Copies of evidence shall be retained by the School to provide financial assurance as required. All evidence will be treated as confidential and destroyed within one year of the young person leaving the School.

## **6. Additional Eligibility for Discretionary Course Support**

The School would expect to see evidence of financial need, and applicants should provide recent documents (normally dated within the last three months). The following list is not exhaustive, but acceptable supporting evidence might include:

- Annual salary: P60 End of Year Certificate for all adults in the young person's household who contribute to household costs. This certificate is a statement of earnings from an employer. It must be for the correct adult(s) and for the correct Tax Year (to 5<sup>th</sup> April). The income will be shown as Total for year.
- Self-Assessment Tax Calculation (SA302). This is the equivalent of the P60 for self-employed people. It must be for the correct adult(s) and for the correct Tax Year (to 5<sup>th</sup> April). The income will be shown as total for year.
- Working Tax Credit: Part 1 of the latest Tax Credit Award Notice (TCAN) for the young person's household. This document from HM Revenue & Customs details entitlement to Tax Credits and the total income for the year.
- Confirmation from the Local Authority of entitlement to Free School Meals (FSM).
- Income Support
- Job Seeker's Allowance
- Employment Support Allowance
- Incapacity Benefit
- Carer's Allowance
- Housing Benefit
- Council Tax Benefit
- Child Tax Credit
- Disability Living Allowance
- Grants or bursaries (relevant paperwork detailing entitlement and amount paid)

Copies of evidence shall be retained by the School to provide financial assurance as required. All evidence will be treated as confidential and destroyed within one year of the young person leaving the School.

## **7. Contingency Eligibility**

Any young person meeting general eligibility requirements and facing financial hardship due to exceptional reason or circumstance change can apply to access the contingency funds on an individual basis by submitting an application in writing.

## **8. Those Not Eligible**

Applications for Course Support are not open to young people aged under 16 or over 19 at 31<sup>st</sup> August.

## **9. Payments**

Subject to meeting the condition requirements as detailed below, students will be given opportunities to purchase, through the School Finance Office, items relating to Transport,

Subsistence and Specific Learning Resources within the months of October, November, January and April annually. The value of awards made at each instalment is as follows:

- October / November                      75% of the total value of the award
- January                                      25%
- April    left over funds.

The School can also make 'one-off' discretionary payments where a student is unable to pay for 'one-off' things like UCAS charges or a train ticket to attend a university interview.

## **10. Qualifying Condition Requirements**

Eligible young people will need to complete a qualifying learning period of four weeks before they are able to purchase Course Support items. However, any eligible young person can make an application ahead of the eight week qualifying period and in a case of extreme hardship, consideration will also be given for payment in advance of the eight-week period.

All young people in receipt of Course Support must meet the School's expected punctuality and attendance requirements of 96% to ensure continued support. In addition, all young people in receipt of Course Support must behave appropriately and submit work of an appropriate level and to required deadlines. If the young person does not meet these conditions, the school reserves the right to withdraw or suspend Course Support. These conditions will not be additional to those expected of any young person within the School.

## **11. Application**

Students will need to make a new application in each new academic year.

Applications for Course Support must be made using the correct Course Support Application Form and should be submitted in full by the end of term 1 (October half term) annually. Applications made after this date will be considered as long as sufficient funds are available. However, once the Course Support fund has been used, it will not be possible to consider further applications.

Consideration will be given to assisting any young person to make an application where they are unable to do so due to a level of learning difficulty and/or disability.

Consideration will also be given to assisting any young person in making an application where they are not able to provide supporting evidence due to difficulties with engagement or support from their parent/guardian/carer(s).

## **12. Process**

All applications for Course Support or to access the contingency fund will be assessed by the Course Support Application Panel, consisting of:

- Mr S Alexander
- Mrs M Sehra

The Panel will review the application, supporting evidence and any other personal circumstantial evidence and young people will be notified of the outcome within two weeks of the start of Term 2 each year.

### **13. Appeals**

If any young person or their parent/guardian/carer(s) are not satisfied with the outcome of their application, they should write to the Headteacher outlining their reasons why. The Headteacher will convene a Course Support Appeals Panel, consisting of:

- The Headteacher or Deputy Headteacher
- A Governor of Prospect School

The Panel will consider and respond to appeals within two weeks of receipt. If the appeal is upheld or partly upheld it will be referred back to the Course Support Application Panel with recommendations. If the appeal is not upheld the appealing party will be signposted to the School's Complaint Procedure.

### **14. Confidentiality**

Applications and supporting evidence will be confidential to the Course Support Application Panel and, in the event of an appeal, the Course Support Appeals Panel. The applications and supporting evidence will remain confidential during processing, payment and storage. If it is necessary to obtain additional information to reach a decision, the young person and/or their parent/guardian/carer(s) will be told the reasons why this is necessary prior to sharing any information further.

### **15. Change of Young Person's Financial Circumstances**

Any young person in receipt of Course Support has a duty to inform the School should their financial circumstances change, or those of their parent/guardian/carer(s) change (e.g. increase in household income that would affect the young person's entitlement to Free School Meals). This does not automatically mean any future Course Support awards will be stopped but would result in the convening of the Course Support Application Panel to determine whether the payments continue or are stopped, and the funds redistributed.

### **16. Young Person Transferring**

Where a young person in receipt of Course Support transfers *out of* the School to another education/training provider in-year, the School will liaise with that provider to ensure continuity of Course Support awards to enable the young person to complete the learning aim(s).

Where a young person in receipt of Course Support transfers *into* the School from another education/training provider in-year, the School will liaise with that provider to ensure continuity of Course Support awards to enable the young person to complete the learning aim(s).

## **17. Young Person Withdrawing**

Where a young person in receipt of Course Support withdraws from the School, and does not transfer to another education/training provider, Course Support awards made prior to the date of withdrawal will *not* be recovered, but any scheduled awards to be made after the date of withdrawal will not be made.

## **18. Further Information**

Further national information can be found at:

<https://www.gov.uk/1619-bursary-fund>