



## The Harefield Academy

### 16-19 Bursary Fund Policy 2021-2022

Approved by:	Full Governing Body
Approved on:	9 <sup>th</sup> February 2022
Signed by:	
Review date:	January 2023
Responsibility for review:	Headteacher/Chair of Governors

**Overview:**

The Academy is provided with funds from ESFA for the specific use of the 16-19 Bursary. This is to support students overcome any financial barriers that may hinder or prevent their ability to engage with their studies. Priority will be given to students who may, without support, not be able to continue their education.

The funds should be used to support students in their educational setting and can include:

- clothing, books and other equipment for their course
- transport and lunch on days they study or train
- computer access
- revision courses, tuition

**Eligibility:**

To be eligible for the bursary for the academic year 2021-2022 students must:

- be aged 19 and under on 31<sup>st</sup> August 2021
- If a student turns 19 during the academy year 2021-2022 they can continue to be supported until the conclusion of their course
- Students must satisfy residency status as stated by ESFA
- Students must be on a full-time course

There are two bursaries which eligible students can apply for:

1. Vulnerable Students – eligible for a guaranteed bursary
2. Discretionary Funding – students facing financial hardship

### **Bursary 1 – Guaranteed for Vulnerable students - up to £1200 a year:**

This can be awarded if a student fits any or the following criteria:

- in or recently left local authority care
- receiving Income Support or Universal Credit because they are financially supporting themselves
- receiving Disability Living Allowance (DLA) in the student's name and either Employment and Support Allowance (ESA) or Universal Credit
- receiving Personal Independence Payment (PIP) in the student's name and either ESA or Universal Credit

Appropriate Evidence to confirm eligibility:

- Income support or Universal Credit statement
- Employment Support Allowance and/or Disability Living Allowance statement
- Written confirmation from Local Authority of care provision, previous or current

### **Bursary 2 – Discretionary Bursary - up to £900 a year:**

This can be awarded if a student fits any or the following criteria:

- Have an EHCP care plan
- Be in receipt of FSM
- Household gross income of:
  - Less than £15000 – High Priority (up to £900 a year)
  - Between £15000 and £20000 – Medium Priority (up to £800 a year)
  - Between £20000 and £25000 – Low Priority (up to £700 a year)

Appropriate Evidence to confirm eligibility:

- Income Support Statement
- EHCP care plan
- FSM confirmation
- 3 Recent Bank Statements detailing household income
- Child Tax Benefit Statement
- Universal Credit Award Notices

### **Students who receive Bursary 1 will not be entitled to also apply for Bursary 2.**

Students may request to be considered for bursary at any time during the academic year should a change in circumstances occur. The Academy will also consider other exceptional circumstances when assessing applications.

**Expectations:**

Students will need to complete an application form and provide the necessary evidence to be processed and analysed for their individual financial need.

Students must agree to and sign a Bursary Agreement with The Academy:

Student Expectation:

- Attendance maintained at an acceptable standard to meet Academy requirements
- Behaviour, effort and attitude to learning to meet Academy requirements
- Completion of the full course

The Academy Expectation:

- Offer appropriate learning programme for the student
- Carry out a financial assessment of each applicant
- Record and monitor attendance
- Record and monitor behaviour, effort and attitude to learning
- Process bursary payments if the above expectations are upheld by the student
- Payments must be paid to the student's bank account, or resources etc purchased on behalf of the student
- Copies of application, evidence and agreements will be held with the student's file
- All decisions will be based upon individual students' circumstances and need
- Two members of staff able to process and award Bursary payments, Head of Sixth Form and Deputy Headteacher

**Payment of Bursaries:**

The Bursaries are designed to support the student's ability to engage in their education. Students will be notified of the outcome of their bursary application and a payment plan will be set up following a meeting with Head of Sixth Form and the student.

Students should outline the intended use of bursary funds. The Academy will support the student with these decisions to ensure that they maximise their allocated Bursary. This may include such things as:

- Purchasing equipment, resources on behalf of the student
- Providing meals
- Supporting with transport costs
- Computer access
- Clothing
- Examination fees
- Trips, visits, careers support
- UCAS fees
- Revision/tuition events

*This list is not exhaustive.*

Any payments directly to students must be paid into the student's named bank account.

**Right to Cease Payments:**

## Withholding Payments:

- The Academy reserves the right to withdraw bursary payments should a student fail to meet expectations
- If a student is excluded bursary payments will cease
- If a student leaves their course early bursary payments will cease

**Appeals:**

All students have the right to appeal a Bursary application or decision. Appeals must be made in writing and submitted to the Headteacher within 14 working days of the Bursary decision.

Should an applicant wish to appeal against the Headteacher's decision a written appeal should be made to the Chair of Governors, where it will be considered and whose decision will be final.

**Further Information:**

For further information for Students, Parents and Carers please visit

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