



16-19 BURSARY FUND STATEMENT 2020-21

The Academy Trust is provided with a limited amount of Government funding from the Education & Skills Funding Agency (ESFA) specifically for the provision of bursaries that may provide targeted support for students who are financially disadvantaged or facing other financial barriers or hardship. The funding may be used to support 16 to 19-year-old students who stay on in the sixth form in full time education so they can achieve their full academic potential and should be used to purchase resources such as the cost of transport, food or equipment.

Priority will be given to applications from students who, without extra financial support, would find it difficult to continue with post16 education. Students will therefore need to demonstrate the reason why support is required and should attempt to access all other available funding sources prior to making an application.

There are two elements of bursary available

1. **Vulnerable Bursary** – This covers students in care, care leavers, students in receipt of Universal Credit or Income Support (whether supporting themselves or supporting themselves and a dependent living with them) and disabled students in receipt of Employment Support Allowance who are also in receipt of Disability Living Allowance or Personal Independence Payments.
2. **Discretionary Bursary** – The school may make a **discretionary** bursary award depending on the individual needs and circumstances of a student following a needs-based assessment. There are two levels of discretionary bursary available.

General Eligibility Criteria

- Students must be aged 16 or over and under 19 at the start of the Academic year.

Students aged 19 or over are only eligible to receive a discretionary bursary if they are continuing a study programme that began aged 16 to 18 ('19+ continuers') or they have an EHCP (Education, Health & Care Plan)

- Students must satisfy the Residency criteria as stated in the ESFA Funding regulations for post 16 provision for the relevant academic year. (*i.e. A person on 1st September who is settled in the UK and has been ordinarily resident in the UK and Islands for the 3 years preceding 1st September*)
- Students must be undertaking provision that is funded by the ESFA and subject to inspection by a public body e.g. Ofsted. (*Attendance at one of the FPTA Academies Trust schools fulfils this criteria*)

Bursary Funding Levels

Level One – Vulnerable Groups

The Award amount can be up to a maximum of £1200.00 per annum. Students must satisfy the following criteria:

- Be currently in or have recently left local authority care or are under a care order
- In receipt of Universal Credit or Income Support (because they are financially supporting themselves)
- Receiving Disability Living Allowance and either Employment & Support Allowance (ESA) or Universal Credit
- Receiving Personal Independence Payments and either ESA or Universal Credit

Level Two – Discretionary

The Award amount can be up to a maximum of £750 per annum and is available to students not eligible for the Level One bursary but who satisfy the following criteria:

- Are currently or have in the past 6 years been receiving Free School Meals (FSM) (Ever 6)
- Become eligible for FSM during the course of the academic year
- Are children of Service Personnel (Ever 4)
- Are a Young Carer as designated by the Children's Support Team.

FSM entitlement applies if parents of students or students themselves receive any of the following

- Income Support, Income based Jobseeker's allowance or Income related Employment & Support Allowance
- Support under Part VI of the Immigration & Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (providing they are not entitled to Working Tax Credit) and have an annual income of less than £16190
- Working Tax Credit run-on (paid for 4 weeks after you no longer qualify for Working Tax Credit)
- Universal Credit (If you applied on or after 1st April 2018 your household income must be less than £7400 a year after tax and excluding any benefits received)

Level Three - Discretionary

The Award amount can be up to a maximum of £450 per annum and is available to students who are not eligible for bursary Levels One or Two and whose gross family household income is below **£25000 per annum**. This category can also be used to apply for 'one-off' applications.

Conditions of Awards

These conditions are applicable to all three levels of grants and must be satisfied throughout the academic year otherwise any grants awarded may be withdrawn or reduced.

- Students must maintain the levels of standards and behaviour as detailed in each School's Sixth Form Code of Conduct'
- All deadlines for submission of work should be met (both internal and external)
- A high level of academic attainment/commitment should be maintained throughout the period of study including punctuality and attendance at all lessons

Applications

All applications should be made at the start of the Academic year for the year ahead and must be received by the **Head of Sixth Form** no later than **15th October**. Mid-year applications may still be accepted for late joiners or where there are changes in circumstances, but any awards granted will be made on a pro-rata basis. Application forms are available from the **Sixth Form Manager**, from the **school website** or from the **School Office**. All supporting evidence required must be submitted at the same time as the application forms.

All application forms and documentation submitted as evidence will remain confidential and be retained for a period of 6 years.

Examples of Resources that may be applied for from the Grant are as follows: -

- Transport to/from school
- Books/Equipment (If purchased through the school this will be provided 'on loan' to the student and should be returned once they have completed their course of study)
- School trips/visits/activities (if directly relevant to the course of study)
- School Meals
- UCAS fees and travel to University Open days
- Course related protective clothing (sportswear, lab/art coats etc.)
- School Uniform/Dress code
- Examination re-sit fees

Students who apply for/receive funding and are subsequently found to have made a fraudulent application will be required to refund any payments/resources already received, may be prosecuted and will be subject to the School's disciplinary procedures.

Assessment & Awards

All applications will be assessed by a panel of 3 consisting of the following:

- **Head of Sixth Form**
- **Executive Business Manager**
- **Sixth Form Manager**

The panel will meet as required to assess any applications received at the start of and during the academic year.

All applications will be reviewed on a case by case basis and any allowances for other additional sources of financial support will be considered when deciding on a bursary award.

Other exceptional circumstances will also be considered when assessing applications that do not necessarily contain the evidence requested within the previously listed requirements.

Students will receive a letter within 1 month of the deadline date (or the date of submitting their application mid-year) confirming receipt of their application and advising them of the amount that has been awarded to them for the academic year if they have been successful.

As funds are limited there are no guaranteed awards. All awards will be allocated on the basis of the funding available at the time of the application and the needs-based assessment of the individual student.

Purchases & Payments

- In accordance with the ESFA guidance documents any bursaries awarded should be paid 'in kind' rather than as fixed amount cash payments (unless there are exceptional circumstances)
- The purchase of any resources/services should be made directly through the school but in some situations, it may be necessary that the student purchases the service/equipment themselves and is then reimbursed by the school upon production of the appropriate receipts/invoices and proof of payment being made.
- In the event of a cash payment being required, payments can only be made to the student's bank account and not to a third party. Bank details must therefore be completed on the application form. *(The only exception to this is where a student is unable to manage/administer their own bank account. In these circumstances the School must ensure any nominated person is suitable to manage the Student's funds)*
- Any Payments made to students will be made on a termly basis in arrears (up to 6 per year).

Appeals

All students have the right to appeal against any decision made in respect to a bursary award or non-award. **Appeals must be made in writing to the Head teacher** within 10 term time working days of the decision letter being received.

If the student wishes to appeal against the decision of the Headteacher, they may contact the Local Chair of Governors, and their appeal may be considered by the Local Governing Body whose decision will be final.

Additional Information

Further information regarding Bursary Funding, which should be read in conjunction with this statement, may be found at: <https://www.gov.uk/1619-bursary-fund>

School Contacts:

Fort Pitt Grammar School

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