**HARROGATE HIGH SCHOOL**



**16-19 Bursary – Policy**

**Background**

The 16-19 Bursary aims to help 16 to 19-year-olds continue in full-time education, where they might otherwise struggle for financial reasons.

The bursary is made up of two parts - a guaranteed bursary of £1,200 a year to the most vulnerable young people and a discretionary fund for the school to award to meet individual needs, for example help with the cost of transport, meals, books and equipment. The school sets its own eligibility criteria for the discretionary bursaries and the terms and conditions under which they are awarded.

**Funding**

The allocation for Harrogate High School for 2019/20 is to be confirmed.

**Administration**

* In line with the other North Yorkshire schools and government guidelines, the School will retain 5% of its allocation for administration.
* School will retain 30% of the allocation for ‘in-year applications’.
* The monies allocated to the 16-19 Bursary cost centre are ring-fenced and will only be spent on bursaries.

1. **Eligibility**

Students aged 19 or over are only eligible to receive a discretionary bursary 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).

The fund has two elements:

1. A **£1,200 Guaranteed Bursary** available to the most vulnerable students where there are fixed eligibility criteria. These students are ‘Automatically Eligible’ if they fall into one of the following categories:

* young people who are looked after (in care);
* care leavers;
* young people in receipt of income support (or Universal Credit) in their own name;
* disabled young people in receipt of both Employment and Support Allowance (or Universal Credit) and Disability Living Allowance (or Personal Independence Payments).

These students will receive £1,200 over the course of the academic year through regular amounts, subject to the conditions in the 16-19 Bursary Contract.

Eligibility under this category will be verified using the following documents:

* written confirmation of the young person’s current or previous looked-after status from the local authority which looks after them or provides their leaving care services. The evidence could be a letter or an email but must be clearly from the local authority
* for students in receipt of Income Support or Universal Credit, a copy of their Income Support or Universal Credit award notice.
* students receiving UC/ESA and Disability Living Allowance and Personal Independence Payments, a copy of their UC claim from DWP (UC claimants should be able to print off details of their award from their online account). Evidence of receipt of Disability Living Allowance or Personal Independence Payment, must also be provided.

1. A **Discretionary Bursary** for which students are deemed ‘Eligible to Apply’ if they are in receipt of Free School Meals or the household income is less than £20,817.

Students eligible to apply for the Discretionary Bursary will be EITHER

**Eligible AND IN RECEIPT OF Free School Meals:**

based upon the level of parental income as outlined on DirectGov website <https://www.gov.uk/apply-free-school-meals>i.e. their parents[[1]](#footnote-1) are in receipt of:

* Income Support
* Income-based Jobseekers Allowance
* Support under Part VI of the Immigration and Asylum Act
* The guarantee element of the State Pension Credit
* Child Tax Credit, provided they are not entitled to Work Tax Credit and have an annual income that does not exceed £16,190.

OR

Students with parental income not exceeding £20,817.

Students not eligible to apply are those whose parental income is more than £20,817.

The determination, amount and frequency of the award will be based upon individual circumstances and funds available. Bursaries should be used to help young people pay for the costs related to participation e.g. meals whilst attending their course, transport, books and equipment and other direct course-related costs.

Receipt of Free School Meals will be checked with the Local Authority by the Finance Office. Tax Credit Award notices will be checked or 3 most recent Universal Credit monthly award statements.

Students will be able to appeal against the decision not to award a bursary to an Appeals Panel and any complaints will be processed through the School Complaints Procedures.

All students must have their own bank account to receive an award and all payments made directly to the student will be made via BACS.

1. **The Application Process**

Students who wish to apply should download the application form from the School’s website, under the 6th Form heading. Students may submit an application to the Finance Office at any point during the academic year as their financial/home situation dictates but payments will not be back-dated. Their application will be subject to monthly attendance reviews and a review of their performance during the current Raising Stars cycle. A bursary instalment will be paid subject to the student meeting the terms and conditions of the 16-19 Bursary Contract. Payment can stop at any time if a student fails to meet the terms and conditions.

Before an application will be considered, the appropriate documentation must be submitted to the Bursar/Finance Team who will photocopy and sign to verify authenticity. For the discretionary bursary, students/parents must also have submitted an application to the Local Authority and been awarded Free School Meals before they submit their application or have been awarded the maximum Working Tax Credit. Free School Meal eligibility will be verified with the Local Authority and Working Tax Credit or Universal Credit award letters will be checked by the Finance Office as a means of assessing household income.

All applications are assessed by the Head teacher and School Business Manager to ensure the eligibillity criteria has been met.

The Finance Office will then organise regular payments to the successful applicants. Following this payment, students must use this money to purchase items required for their studies. Receipts for these items **must** be retained for audit purposes. Students **must** also meet the criteria as per the student declaration in the application form.

Support for students about how to manage money will be provided through the Guidance Programme.

Students in receipt of bursary funding are required to make the School aware of any change in financial/home situation as they arise. Parents/students are required to sign to this effect in the application form and if upon review it is found that individuals have falsified documents, submitted inaccurate information or been claiming money fraudulently the School may refer the matter to the police.

1. **The Appeals Process**

All students have the right to appeal the decision. Should a student/parent wish to make a formal complaint regarding the 16-19 Bursary application and decision process they should follow the School Complaints Procedure which is available on the school website, Our School, Our Policies, Complaints Policy or click on the link below:

<http://www.harrogatehighschool.co.uk/seecmsfile/?id=2030>

1. **Application of the 16-19 Bursary Funding**

The School will retain 5% of the funding for administrative costs and a further 30% of the allocation following each instalment from the ESFA to support any applications made during the remainder of the academic year.

1. **16-19 Bursary Terms and Conditions**

Students must:

* Attend timetabled lessons, VMG, sessions or activities, meeting school targets for attendance.
* **Have no unauthorised absence**.
* Achieve positive effort grades (at least E3) in all subjects at each Raising Stars.
* Conduct themselves in a professional manner within the school community.

Following a regular review, should a student not meet the conditions above, their Bursary will not be paid for that period.

**6. Data**

The School is required to track data on each student who submits an application. This information will be audited by Education Funding Authority (ESFA).

For audit purposes students applying for the discretionary bursary are required to identify why they require the bursary (e.g. materials, resources, exam resit etc).  We also process data relating to this application in line with GDPR and the Data Protection Act (2018).  Our privacy policy can be found on our website under Our School, Our Policies, GDPR, please see the link below.

<http://www.harrogatehighschool.co.uk/seecmsfile/?id=1597>

The application forms will be stored in a lockable cabinet/cupboard which is fire proof to keep data safe. The data will be disposed of securely after 7 years.

1. **Other information**

Current guidance from ESFA regarding Management Information required will be as follows:

* How many vulnerable students were allocated the 16-19 £1200 bursary and how much did they actually receive.
* How many were in each of the following categories:
  + Young people in care
  + Care leavers
  + Students claiming Income Support or Universal Credit
  + Disabled students receiving both Employment Support and Disability Living Allowance or Personal Independence Payments
* How many applied for the ‘Discretionary Bursary’?
* How many were awarded the ‘Discretionary Bursary’ and what was the allocation?
* How much did these students actually receive?
* How much was spent on Discretionary Bursaries in total?
* What reasons was each bursary allocated:
  + Books/equipment
  + Additional Costs
  + Transport
  + Meals
  + Exam resit fees
  + Materials
  + CRB checks for students on Child Care courses
  + Course related trips
  + UCAS/open day costs
  + Sports activities (where they directly relate to a course)
  + Professional membership fees
  + Other miscellaneous – specifying what.
* The ESFA will audit the 16-19 Bursary.
* It is expected that if a student changes providers that the information regarding their Bursary Award is communicated.
* It is at the discretion of each institution to design arrangements that best suits the needs and individual circumstances, including the frequency of payments.
* It is also an expectation that the payment is conditional on the student meeting agreed standards set by the provider. This applies to payments made to vulnerable students and those who receive a discretionary bursary alike.
* There is no ‘cut off date’ stipulated by the ESFA in terms of applications but schools are advised that a date is agreed by which applications are made.
* Applications last the duration of the academic year and students will need to resubmit an application each year to be awarded a bursary.
* Unaccompanied Asylum seekers and also those in the vulnerable group they are eligible for the £1200 bursary.
* Most payments will be made on a regular basis. All Bursary payments will be used to support the student’s education.
* Receipt of the 16-19 Bursary may impact on other benefits.
* The 16-19 Bursary must not be used for living costs.

1. ‘Parent’ means an adult (parent/carer) named on the application form and income refers to ‘parental income’ not ‘household income’. [↑](#footnote-ref-1)