



THE ABBEY SCHOOL

**16–19 Bursary and Discretionary Fund Policy
2016**

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To be reviewed: June 2017
Reviewed by: R Clarke



16–19 Bursary and Discretionary Fund Policy 2016

SLT member i/c 6th Form Admissions: Mr R Clarke
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The purpose of this policy is:

1. to ensure that the funds received annually from the Education Funding Agency (EFA) are targeted towards students that have the greatest need
2. to ensure that any remaining funds are distributed fairly to students whose household income may limit their educational chances
3. to ensure that any personal financial details remain secure and confidential
4. to minimize the risk of fraudulent claims.

16 – 19 Bursary applications (from September 2016)

Eligibility:

To receive a bursary the student must be aged over 16 and younger than 19 on 1st September in the academic year in which they start their programme of study and must satisfy EFA residency criteria.

Evidence requirement:

Evidence of household income by way of a P60, Receipt of Benefit Notification, Tax Credit Award Notification or Self Employed Income Notification must be provided to the school Finance Office along with the completed application form.

Level One:

A Young Person in Care; A Care Leaver; a young person in receipt of Income Support; a disabled young person in receipt of employment and support allowance who is also in receipt of disability living allowance.

Level Two A:

Students who are eligible for free school meals or whose household income is less than £16,190.00 per year.

Level Two B:

Students whose household income lies between £16,191 and £20,816

Payments:

Level One: £1200 per year payable in three equal instalments of £400 which are paid in November, February and May.

Level Two A: £510 per year payable in three equal instalments of £170 which are paid in November, February and May.

Level Two B: £400 per year payable in instalments of £135, £135 and £130 which are paid in November, February and May respectively.

Late applications may result in a reduction in the Bursary awarded.

In Year applications Date:

15th Monthly (subject to funds being available).

Kent 16+ Travel Card – bursary use

As per Kent County Council guidelines, any student in receipt of a Kent 16+ Travel Card will have their bursary used by the school to reduce their Travel Card cost. The Travel Card costs £400, so a Level 1 student will receive £800 plus a Travel Card, a Level Two A student will receive £110 plus a Travel Card and a Level Two B student would receive the Travel Card for free.

Discretionary Fund

The Abbey School will operate a discretionary payment system to any students in the Football Academy who do not live within a seven mile radius of the school. This discretionary allowance is for £240 and will be paid directly towards travel costs. As with the Bursary payment, this will be paid in three instalments in November, February and May.

This payment is based upon attendance. Authorised attendance falling below 95% or lateness over 5% (more than 5 minutes late to any timetabled period) will mean the next instalment will not be paid.

Application Process and Payments

All Bursary Fund applications are to be made to the Finance Office by the 15 September 2016, along with the required evidence.

The Abbey School will then process the information by the end of September and will advise students, in writing, of the outcome. All eligible bursary payments will be attendance related and back-dated to the start of the courses the student has enrolled upon.

All bursary payments will be paid by cheque and will be subject to the conditions laid down in the 16–19 Bursary Contract. These including attendance, behaviour, completion of coursework and completion of courses enrolled upon.

Once entitlement is approved, a separate 16-19 Bursary Contract will be signed by the claimant and witnessed by the Assistant Headteacher for KS5 or the Deputy Head of 6th Form.

Security of personal information

All applications will be made through the Finance Office. All personal information, including bank details and household earnings, will be stored securely and will remain strictly confidential.

Internal Appeals Process

Students have a right to appeal against a decision if they have evidence that the school has made a mistake and that they have behaved in accordance with the terms of the 16–19 Bursary Fund contract. Appeals should be made to Mrs L Temple (Director of Extended Services) in the first instance. If a further appeal is to be requested then this will be heard by a Governor’s sub-committee of 2 members including: a school governor and a neutral member of staff.

Fraud

Parent/Carer and student must confirm that all information provided is true and must notify The Abbey School if any circumstances change. The bursary will be provided on the basis that certain conditions set by the school, as detailed in the Bursary Contract, will be adhered to. Parents and students will be required to jointly sign applications so that they understand that money may be claimed back and eligibility withdrawn should they knowingly provide information which is discovered to be false.