

Post 16 bursary fund policy

Retford Oaks Academy

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1 Overview

The fund is made available from the government through its funding body – Young People's Learning Agency (YPLA) for 16-18 year olds – to provide assistance to students whose access to, or completion of, education is inhibited by financial constraints or barriers.

You must adhere to the Student Learner Agreement form that you have signed.

There are 2 groups, categorised as:

HIGH (Vulnerable student bursary)

You could get up to £1,200 if at least 1 of the following applies:

- you are in is in or recently left authority care
- you are in receipt of Income Support or Universal Credit (UC) in your name
- you are disabled in receipt of both Employment and Support Allowance (ESA) or Universal Credit (UC) **and** either Disability Living Allowance (DLA) or Personal Independence Payment (PIP) in your name

If you qualify by category 2 or 3 above a letter from DWP is required saying which benefit you are entitled to. The letter should confirm that you can be in further education or training.

Discretionary

To be eligible for the discretionary bursary, students must be facing financial barriers to participation and need help to stay in education. Providers are required to use their discretion to make awards to young people in ways that best fit the needs and circumstances of their students. Bursary awards should be targeted towards students facing barriers to participation, such as the cost of transport, meals, books and equipment/specialist materials.

Students aged between 16 and 19 studying in post 16 at the academy will be eligible to apply for bursary awards.

The academy is required to define which students should receive support and how much. The academy is required to manage the number and size of discretionary awards ensuring that we stay within budget and that awards made are targeted at those facing the most significant financial barriers to participation.

Students living in a home where there is a gross annual household income of below £31,000 per year (proof of income must accompany the application e.g. P60 or wage slip/s which states the annual household income). Students previously in receipt of Free School Meals will also be eligible to apply.

Students/parents wishing to apply for a bursary award will need to complete a bursary award application form. In many cases goods or services will be ordered and paid for directly by the academy, but in some cases payments may be made directly to the student following the receipt of evidence of goods or services purchased.

The following are examples of the types of goods and services that may be applied for:

- Course equipment such as text books, revision guides, IT equipment
- Trip related to subjects
- Half-fare bus pass or equivalent travel claim
- University/College/Apprenticeship visits
- UCAS application

Students may also wish to apply for the:

- purchase of a laptop;
- cost of specialist materials (art and design or stationery);
- cost of or contribution towards the cost of music tuition;
- interview expenses (transport and accommodation);
- cost of field study courses;
- cost of or contribution towards transport to and from university open days;
- contribution towards trips and study courses;
- cost of or contribution towards participation in sport or other curricular activities;
- cost of or contribution towards formal dress for school or interview; and
- cost of or contribution towards post 16 dress code.

The fund available is very limited, but we want to enable all of our students to have equal access to all the academy has to offer. As a Trust, we are committed to promoting and enabling social mobility.

As a guide we are suggesting the following:

- those with household incomes of less than £21,000 will be high priority;

- those with household incomes of less than £25,000 will be medium priority; and
- those with household incomes of less than £31,000 will be low priority.

Pre-approval for these items will be required before any payments will be made. **Payments will be made on, as and when required basis.**

2 Appeals and complaints

We are required to stay within budget and so there is no guarantee that applications will be met in full or even at all. Where applications are refused there is a right of appeal. An initial appeal should be made in writing to the Principal. Beyond this, there is a right of appeal to the Head of Finance, Diverse Academies Trust.

3 Payment

The Education Funding Agency does not expect the bursary to be paid into another person's account, except in exceptional circumstances where a student is unable to administer their own account. If the student is in one of the vulnerable groups and cannot manage their own funds, the academy will need to consider who is going to manage the bursary on the student's behalf.

Students aged 16 can open a basic bank account. The basic bank account will allow BACS transfers and allow the student to withdraw money. More information on basic bank accounts can be found at British Bankers' Association.

All applications will be considered and dealt with in confidence.