

Bridge Academy Trust

16- 19 BURSARY POLICY

September 2023

CHECKLIST

Please put an x in the box when done

Set up draft policy with watermark	<input checked="" type="checkbox"/>
Ensure footer says draft	<input checked="" type="checkbox"/>
Date on front and footer is date the policy comes into action	<input checked="" type="checkbox"/>
Committee taking to – include date	<input checked="" type="checkbox"/>
Summary of changes & History – to be brief	<input type="checkbox"/>
Checked The Key/DfE or appropriate website for content requirement/accuracy	<input type="checkbox"/>
When updated save in DRAFT AWAITING FORMATTING	<input type="checkbox"/>
Email Clerk when updated	<input type="checkbox"/>

DOCUMENT FORMATTING

Please send to Clerk to format

Front page margins – Top & bottom 1.7, left & right 2	<input checked="" type="checkbox"/>
Front page title – Arial 26, space under then date	<input checked="" type="checkbox"/>
Headings – Arial 18, bold, capitals, border (thin line top, thick line bottom)	<input checked="" type="checkbox"/>
Subheadings – Arial 14, bold, border (single thin)	<input checked="" type="checkbox"/>
Font - Arial 11	<input checked="" type="checkbox"/>
Margins – Front page – Top & bottom 1.7, L&R 2	<input checked="" type="checkbox"/>
Margins – Main Policy – Top 2, Bottom 2.54, L&R 2	<input checked="" type="checkbox"/>
Main Number Margins – 0.00, 1.25	<input checked="" type="checkbox"/>
Bullet Points Margin – 1.75, 2.5	<input checked="" type="checkbox"/>
Sub-numbers Margin – 1.75, 3 (9pt)	<input checked="" type="checkbox"/>
Bullet Points & Sub-numbers – paragraph 6pt	<input checked="" type="checkbox"/>
Footer – Arial 10	<input checked="" type="checkbox"/>
When formatted save in Draft for HT MEETING	<input checked="" type="checkbox"/>

Agenda

To add a brief explanation:

Complete re-write will require a complete review	<input type="checkbox"/>
Minor changes (spelling/ process etc.)	<input checked="" type="checkbox"/>
No changes	<input type="checkbox"/>

When a policy is ready for committee:

Consultation with Headteacher Group/ Trustees	<input checked="" type="checkbox"/>
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Once approved – Compliance Director to:

Remove reference to Draft watermark/ footer	<input checked="" type="checkbox"/>
Ensure correct date – front and footer	<input checked="" type="checkbox"/>
Save in to CURRENT under Clerk	<input checked="" type="checkbox"/>
Add to website as appropriate	<input checked="" type="checkbox"/>
To go on newsletter (liaise with Chief Officer PA) “Following the recent Policy Review Committee these policies were approved and can be found on ‘staff portal’/ BAT website”	<input checked="" type="checkbox"/>
SharePoint - Archive old policy! 1 st September 2021	<input checked="" type="checkbox"/>

Ensure the following key wording:

Employees, Head of School, Students

Date of Draft Policy:	May 2023	
Date last reviewed by Trustees and frequency of review	September 2022 Policy reviewed annually	
Consultation with Staff Required	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Period of Consultation (if required)	From N/A	To N/A
Trustee Committee Reviewing Document:	Trustee Policy Review Committee	
Date of Board of Trustees Meeting at which Policy Approved (if required)	6 June 2023	
Date of Adoption of Policy	1 September 2023	
Date Policy available on Central Area/www (if appropriate)	4 July 2023	
Reviewer	Finance Director	
Brief historic history & where update advice has been sourced	EFSA Guidance GOV.UK Bursary Guidance GOV.UK Tax Credits Allowances	

Changes since the last review

Point	Change	Rationale
New 1.2	Added sentence to confirm that the fund is a finite sum and cannot be exceeded	Added for clarity
2.1.1	Details of Level 1 split out rather than under one bullet point	To add clarity for parents and students
2.1.2	Value of £600 removed and replaced with general wording	Amended as the fully value may change therefore not setting any unrealistic expectations of what might be awarded
2.5	Removed reference to how payments are made	Removed so as not to set unrealistic expectations or processes
6.2 & 6.3	Dates amended for 2023-24	Amended for accuracy
Appendix 1	New appendix added	Added to make the application form more user friendly

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INTRODUCTION

- 1.1 A Government funded bursary scheme has been set up to help 16-19 year olds continue in full time education.
- 1.2 The fund is a fixed and finite sum and allocations may therefore not exceed the total sum available.
- 1.3 The Head of Sixth Form has the responsibility of raising awareness of this scheme.

ELIGIBILITY

- 2.1 To qualify you must be aged under 19 on the 31st August in the academic year in which you start your programme of study and a legal resident of the UK or registered asylum seeker. There are three levels to the Bridge Academy Trust Bursary and you can apply for **ONE** only:
 - 2.1.1 **Level 1.** Some students may be entitled to a grant or bursary of up to £1,200 per year funded by the Government. You could get this if you are in one of the following categories:
 - You are living in care
 - You are a care leaver,
 - You are receiving income support or the equivalent Universal Credit (UC)
 - You are disabled and receiving both Employment Support Allowance and Disability Living Allowance, or Personal Independence Payment (PIP) in your name.
 - 2.1.2 **Level 2.** This bursary can be allocated to students who need support to overcome financial barriers that might prevent them continuing in full time education, for example, being able to afford transport to school, field trips or textbooks. Applications must state what the identifiable financial need is. The criteria for any support are that the total household income must be less than £17,005pa and that no other income is available from another household to support the student. Documentary evidence is required. Students could receive financial support worth hundreds of pounds per year for identified and agreed costs outlined in the application process.
 - 2.1.3 **Level 3.** This bursary is not means tested and is **only** available to support costs for students who cannot complete their studies at the school they attend and need to attend another educational provider. In most circumstances the school will provide transport and charge this to the 16-19 bursary fund to a maximum of £500 per student.
- 2.2 The award will be dependent on good behaviour:
 - a maximum of 2 formal concerns per term received by either Deputy or Head of Sixth Form;
 - “C” as a minimum for “Effort” in the termly data sheets for all subjects;
- 2.3 In addition to the above, good attendance (above 96%), with no more than 10% unexplained absence from all lessons.

WHAT CAN THE MONEY BE SPENT ON?

- 3.1 The money is for educational books, school meals (this will be credited to the cashless catering system), transport or other course-related costs needed to help a young person stay in education. Please also note that the school may purchase rail or bus tickets on behalf of students if the Bursary is to cover transport costs.

IF I AM IN ONE OF THE ELIGIBLE GROUPS WHAT EVIDENCE WILL THE SCHOOL NEED TO SEE?

- 4.1 All evidence is required to be dated within the last 3 months or be relevant for the current tax year, documents considered as supporting evidence are as follows:

4.1.1 **Level 1**

- In care or a care leaver – Request the Local Authority provides a confirmation letter for the School.

4.1.2 **Level 2**

- Income support – Provide a letter from the Department of Work and Pensions setting out the benefit you are entitled to.
- Income Based Jobseekers Allowance – Provide a letter from the Department of Work and Pensions setting out the benefit you are entitled to.
- Child Tax Credit – Provide the TC602 letter from HM Revenue & Customs (Families annual income must not exceed £17,005)
- Universal Credit – Provide – Copy of the UC claim from DWP (UC claimants should be able to print off details of their award from their online account)
- Pension Guarantee Credit – Provide the Award Notice from the Pensions Service
- Income Related Employment and Support Allowance – Provide the entitlement letter
- Receipt of support under Part VI of the Immigration and Asylum Act 1999 – Provide the application registration card or form SAL 1/SAL2 from the Immigration and Nationality Directorate

Please note: Working Tax Credits, Jobseekers Allowance – contribution based, a bank statement are insufficient documents to provide as evidence.

4.1.3 **Level 3**

- Confirmation letter signed by the Head of Sixth Form.

ADVICE ON BANK ACCOUNTS

- 5.1 Where bursary payments are to be made to a bank account, they can only be made to the student's bank account.
- 5.2 Payments should not be made into another person's account, except in exceptional circumstances where a student is unable to administer their own account.

- 5.3 Payments may be made to a joint account, as long as the student is one of the account holders.

HOW DO I APPLY?

- 6.1 Complete and sign the Bursary Application Form (Appendix 1) and return this form together with documentary evidence in a sealed envelope to the Sixth Form Office, for the attention of the Finance Director, marked 'Confidential'.
- 6.2 The deadline for submitting an application form is **Thursday 5th October 2023**.
- 6.3 There will be further opportunities to apply for any students facing a change in circumstances part-way through the year or new starters. The deadline for the "change of circumstances" windows will be, one at the end of January 2024 the other at the end of April 2024.
- 6.4 In exceptional circumstances where a need can be evidenced a small part of the Bursary may be advanced in September to assist return to school.
- 6.5 You must apply each year.

WHAT HAPPENS TO MY APPLICATION FORM?

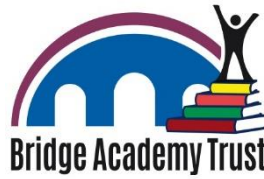
- 7.1 Our Bursary Allocation Panel will comprise of the Head or Deputy Head of Sixth Form from your school and the Finance Director.
- 7.2 The Bursary Allocation Panel will meet in October, February and May to review all applications received. Payments will be made on an instalment basis throughout the year. Approved applications will be monitored and evaluated throughout the year and should a student fail to meet the conditions of the grant, then funding may be withdrawn at any time.
- 7.3 If successful, your School may choose to pay the bursary as 3 termly cash payments directly into your bank or transfer to a schools trip budget or provide 'in kind' support. For example, by bulk purchasing equipment that eligible students need for particular courses. Transport costs may be bought by the school i.e. bus or rail tickets rather than allocating cash payment.

APPEALS PANEL

- 8.1 Should you not agree with the outcome of your application, please put your appeal in writing to the Head of School who will review the decision with a member of the School's Local Governing Committee.

NB The bursary payment to schools is a fixed sum and not on a per student basis. Your school may have to vary the amounts of its bursaries to deal fairly with the number of eligible students in their Sixth Form.

APPENDIX 1: BURSARY APPLICATION FORM



CEO Mr M. Farmer

Brian Close

Chelmsford

Essex CM2 9ES

e: enquiries@bridgeacademytrust.org

w: www.bridgeacademytrust.org

Student Details

School Name: _____

Student Name: _____

Date of Birth: _____

Home Address: _____

School Year
(please circle):

12	13
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Mobile Number: _____

Postcode: _____

Email Address: _____

Bank or Building Society Details

If you are successful in your application, we will need your bank details, the account **must be** in the name of the applicant. Please complete the account information below.:

Name of Account Holder: _____

Name of Bank: _____

Bank Address: _____

Sort Code: _____

Account Number: _____

Roll Number
(if applicable): _____

I confirm that the above details are true and accurate

Signature: _____ (Student) Date: _____

Parent/Guardian Details

Full Name: _____

Home Address: _____

Postcode: _____ Telephone Number: _____

Financial Information

All household income must be declared. Household is defined as all adults living in the property – including Step-parents, carers, partners and cohabiters.

Bursary Applied for (tick one box only)

Level 1 For students in care, student carers, students receiving income support and disabled young people receiving both Employment Support Allowance and Disability Living Allowance or Personal Independence Payment (PIP).

Level 2 For students who can demonstrate considerable identifiable financial need. Please state below the evidence that you are providing to support your application (see policy for more details of evidence):

Level 3 For students who require support to complete their studies at another educational provider.

What evidence has been supplied?

.....
.....
.....

If the original documentation has been provided please tick here if you want this returned.

Please note evidence must be enclosed to support your application. If there is no evidence provided the application will be refused automatically.

What will the grant be used for? (must complete)

.....
.....
.....

I confirm that the above details are true and accurate

Signature: _____ (Parent/Guardian) Date: _____

Declaration by student and parent(s)/guardian(s)

Please read and sign the declaration below and return this form together with documentary evidence in a sealed envelope to the Sixth Form Office marked 'Confidential' for the attention of Finance Director.

- I agree to my application being scrutinised by the Bursary Allocation Panel.
- I understand that if I do not behave well, fail to adhere to the Sixth Form contract/code or have attendance below 90% then my Bursary will be withdrawn without notice.
- I confirm that, for level 2 Bursaries, no other income or financial support is available from another household to support the student.
- If I leave the Sixth Form at any time within 4 weeks of a Bursary being awarded/paid then I will repay the funds given to me.
- I confirm that, the information I have given is, to my knowledge true and correct and Bridge Academy Trust may seek to confirm any details I have given.
- I understand there will be a delay in any funds being released if the application form has not been correctly completed or appropriate evidence of income has not been supplied.

Data Protection Act:

I understand that:

- The data contained on this form will be held on file for seven years and that Bridge Academy Trust may make enquiries about the validity of the information provided on this form from other central and/or local government bodies, as deemed appropriate by the school.
- I hereby consent to the disclosure of any information sought in accordance with the application for the purposes of the General Data Protection Regulations 2018.
- The school has a duty to protect the public funds it administers and to this end may use the information provided on this form within this Authority for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes.

Student Name: Parent/Guardian Name:

Signature: Signature:

Date: Date:

Office Use Only

Name: Position:

Signature: Date: