

## 16-19 BURSARY FUND POLICY 2018/19

Students aged between 16 and 19 years facing financial hardship whilst in full-time education, may be eligible to receive a payment from the 16-19 Bursary Fund. Schools, colleges and training providers have been given responsibility for awarding bursaries to students, which includes decisions on the amount, when it is paid and the criteria for payments. Mascalls Academy is committed to providing a fair and consistent policy for bursary awards.

Bursary payments are made directly to students' bank accounts by bank transfer – not to parents or guardians.

### Eligibility

Students must be aged under 19 on 31<sup>st</sup> August in the academic year in which they start their programme of study and must have the legal right to be resident in the United Kingdom at the start of their study programme.

Students must also satisfy the following conditions to continue to receive the bursary:

- The student must not have unauthorised or unexplained absence from lessons/school
- The student must continue to meet Sixth Form expectations in relation to attendance, punctuality, submission of work assignments and general conduct.

### Levels of Bursary Payments

**Level 1:** Up to £1,200 per annum (Vulnerable Bursary)

**Criteria:** Students in local authority care, care leavers, students in receipt of Income Support or Universal Credit in their own right because they are financially supporting themselves and anyone who is dependent on them and living with them, such as a child or a partner. Students receiving Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right.

**Payment:** Payable in 3 equal instalments of £400 in the autumn, spring and summer terms. The bursary will be repayable by the student on a pro-rata basis, should the recipient leave Mascalls during the academic year of eligibility.

**Level 2:** Maximum of £900 per annum (subject to 2018-19 Bursary Allocation to Mascalls)

**Criteria:** Students in receipt of Free School Meals and/or Universal Credit.

**Payment:** Students apply for funds for Specific Educational Purposes (see next page). Assessments will be conducted and payments authorised up to the permitted maximum in each term, dependent upon individual circumstances and number of applications received. The bursary will be payable in 3 instalments in each of the autumn, spring and summer terms. Payments can also be made 'in-kind' for direct Special Educational Purposes requirements. The bursary will be repayable by

the student on a pro-rata basis, should the recipient leave Mascalls during the academic year of eligibility.

**Level 3:** Up to a maximum of £700 per academic year (subject to 2018-19 Bursary Allocation to Mascalls)

**Criteria:** Students with an identifiable financial need who do not fall into Levels 1 or 2 above, and meet the income criteria (see below).

**Payment:** Students apply for funds for Specific Educational Purposes (see below). Assessments will be conducted and payments authorised up to the permitted maximum in each term, dependent upon individual circumstances and number of applications received. The bursary will be payable in 3 instalments each of the autumn, spring and summer terms. Payments can also be made 'in-kind' for direct Special Educational Purposes requirements. The bursary will be repayable by the student on a pro-rata basis, should the recipient leave Mascalls during the academic year of eligibility.

### **Special Educational Purposes**

These include (but are not limited to) transport costs, including the full cost of, or contribution towards the Kent 16+ Travel Card, where it is necessary for the student to have the card in order to travel to school; meals in school; books and equipment; educational trips.

### **Application Process**

Eligible students should apply for the bursary as soon as possible after enrolment in September for Year 12, and/or soon after progressing to Year 13, by completing the application form available on the Sixth Form section of the Mascalls website. Completed applications, with copies of supporting evidence, should be submitted to the Mascalls Academy Sixth Form office.

Initial applications must be submitted by **Friday 28<sup>th</sup> September 2018**. Assessments will be conducted in October, January and May each year to confirm, review and/or authorise ongoing payments. Students' attendance and behaviour records will be taken in to account when considering applications and the school reserves the right to cease payments to a student where their level of attendance or behaviour falls below the expectations of the Sixth Form.

### **Important Note**

It is necessary for the assessment of financial need to see evidence from the student and/or student's family. This may include a letter setting out the benefit to which the student is entitled or written evidence (if previously unknown) of the student's current or previous looked-after status from the local authority. Please provide copies of these documents, not the originals, when submitting your initial bursary application.

It may also be necessary to take into account the student's household income (that of the parent/guardian with whom the student is living) as evidenced by receipt of benefits and/or P60, Tax Credit Award Notice, Universal Credit Award Statement or evidence of self-employment income, and circumstances within the household, such as the number of dependent children of the householder.

## Income criteria

- Households with net income of £7,400 or less should apply for Level 2 funding, unless eligible for the Level 1 (Vulnerable Bursary).
- Households with net income between £7,401 and £16,000 a year should apply for Level 3 funding, unless eligible for the Level 1 (Vulnerable Bursary).
- Households with net income above £16,000\* a year will not be eligible for bursary payments, unless their circumstances make them eligible for Level 1 (Vulnerable Bursary), or in exceptional situations.

*\*Net income of £16,000 per annum equates to a gross income of approximately £18,500.*

## Further Information

In addition to the support that is available directly to young people through the 16-19 Bursary Fund, all families of 16 to 19 year-olds who are in full-time, non-advanced, education such as A Levels or BTECs are entitled to Child Benefit. Young people may also be entitled to other benefits such as Care to Learn, Income Support or Housing Benefit.

Citizens Advice Bureau can offer advice about eligibility for benefits.

See <https://www.citizensadvice.org.uk/about-us/how-we-provide-advice/advice/> for information about how to contact them.