



Wood Green
ACADEMY

Bursary Policy

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Wood Green Academy 16-19 Bursary Scheme

What is the 16 – 19 Bursary Fund?

The Government has set aside some money for schools to allocate to young people who need financial support to stay on in further education or training. This is called the 16 -19 Bursary Fund.

The aim of the bursary fund is to remove financial barriers to participation in post 16 education. It is to be awarded to individuals, specifically targeting those who are financially disadvantaged, thereby facilitating their education. Bursary payments will be linked to attendance, behaviour and progress, and will be paid in instalments.

The level of support that young people need will vary, and is dependent upon a range of factors, including the type of course they are undertaking, whether they need any specialist equipment, and their travel costs.

This fund could help you with education-related costs that may arise during the school year, including essentials like a meal during the day or transport to your school. It might also provide you with extra help to buy books, clothing or equipment for your course, or pay for educational visits.

Each school, receives an individual allocation of these funds for the academic year from the Education Funding Agency (EFA). Once these funds have been awarded to eligible pupils there is no guarantee that further monies will be available to support learners who subsequently submit an application.

The 16 – 19 Bursary Fund has two elements:

Vulnerable Student Bursary (Category 1) – you could receive up to £1200 if you:

- are in local authority care, or have recently left local authority care; or
- receive Income Support, or Universal Credit, in your own name(student's name); or
- are disabled and receive both Employment Support Allowance (ESA) and Disability Living Allowance, or Personal Independence Payments in your own name. (student's name).

Discretionary Bursary (Categories 2 & 3) – Wood Green Academy will use its discretion to make awards to young people in ways that best meet the needs and circumstances of their students.

Am I eligible?

To be eligible you must be at least 16 years old and under 19 years old on the 31st August in the year of application. You must also be taking part in full-time or part-time further education, or training. You will need to comply with the requirements set out in the three categories outlined later in this document.

Further information and advice for young people regarding the 16 -19 Bursary Fund is available from the Education Funding Agency website.

Who will the bursary be paid to?

1. Vulnerable Student Bursary (Category 1) – payable to those students who meet the eligibility criteria for this bursary as described previously;
2. Discretionary Bursary – to those students whose circumstances are as follows:-

Category 2

- Students who are eligible to receive a Free School Meal;
- Students whose household income is below £16,190;
- Students who have been affected by a sudden, exceptional change in financial circumstances.

Category 3

- Students whose gross annual household income for the tax year 2012-2013 is between £16,191 and £24,000.

How much will I receive?

If your application is approved as a Vulnerable Student Bursary you will receive a payment of up to £1200 in the academic year 2013 – 2014, payable in 3 equal instalments. Payments will be made by cheque, payable to the student.

If your application is approved as a Discretionary Bursary you could receive a payment of up to £800, in the academic year 2013 – 2014, payable in 3 equal instalments. Payments will be made by cheque, payable to the student.

The amount you will receive will be determined by your individual circumstances and the requirements of the course you are studying. All payments made under the scheme will be subject to meeting the attendance and behaviour requirements of Wood Green Academy (student's unauthorised and unexplained absences should be less than 5% and students should have no more than four referrals for poor behaviour or missing/late work)

Applications for the 16 – 19 Bursary must be initially submitted by Friday 22nd November 2013. It is important to recognise that there is a limited amount of funding available.

A small amount of funding will be kept. Applications can be made at other times depending upon need. Therefore, all applications are subject to the availability of funding, at the time of your application.

Payments however will be dependent upon the amount allocated to Wood Green Academy by the EFA. It is assumed that this is a finite amount for each academic year. Applications will not be considered once all funds have been distributed.

How will the bursary be paid?

In most cases the bursary awarded to you will be paid on a termly basis in the form of a cheque made out to you. In exceptional circumstances, the payment can be made as a lump sum, for example, where the bursary is being used for the payment of an educational trip/visit, or for the purchase of a large item of equipment required for your programme of study.

All bursary payments will be subject to confirmation that your attendance and behaviour meets the requirement of WGA.

Other eligibility factors for the 16-19 Bursary at Wood Green Academy:

In order to receive financial support the student's unauthorised and unexplained absences should be less than 5% and students should have no more than four referrals for poor behaviour or missing/late work. This includes all lessons. The student should also have signed and returned the admissions contract, and all elements of the contract should be adhered to. Behaviour must be good and progress should be made in all subjects in order to receive any allocation. These aspects will be reviewed throughout the year, using the academic tracking system, and tutor or teacher concerns as well as attendance analysis.

How does the Academy assess applications and allocate 16-19 Bursary funding?

The 16-19 Bursary Fund is a limited fund and the Academy has discretion to prioritise allocation. There will be three priority groups, categorised as high, medium and low. A panel will meet to judge each application and allocations will be made after this date. The decision of the panel will be final.

Category 1 - High Priority Group

Students receive a bursary of £1,200, which will be paid in three termly instalments. (£400 per term). Payments will be made by cheque, payable to the student.

Vulnerable Student Bursary – you could receive up to £1200 if you:

- are in local authority care, or have recently left local authority care; or
- receive Income Support, or Universal Credit, in your own name (student's name); or
- are disabled and receive both Employment Support Allowance (ESA) and Disability Living Allowance, or Personal Independence
- Payments in your own name (student's name)

Students applying for this level of support will need to provide evidence in written form. Suggested forms of evidence include:-

A letter setting out the benefits to which the young person is entitled;

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.

Category 2 - Medium Priority Group

Discretionary Student Bursary – you could receive up to £800

Students will receive a bursary, of up to £800 a year, to be paid in three termly instalments, for example - £300, £300, £200.

Payments will be made by cheque, payable to the student.

Students who could be eligible are:

- Those in receipt of Free School Meals

The criteria for those in receipt of Free School Meals are:

Those on a household income of less than £16,190

Those on Income Support, Income Based Job Seekers Allowance, Income Related Employment and Support Allowance, and Child Tax Credit (the latter for those on an income not exceeding £16,190.

- Or have a total household income for the tax year 2012-2013 of less than £16,190 (could be entitled to Free School Meals)
- Or those who have been affected by a sudden, exceptional change in financial circumstances.

As in category one, applications will need to be accompanied by evidence. Examples of evidence include:

- Evidence of benefits
- Tax credits award notice
- P60
- Evidence of self-employment income

Applications should also state how the funding will be spent by the student, for example, specific educational purposes should be identified. These may include:

Meals whilst in the Academy (*see below)

- Transport costs to and from Academy
- Books for courses
- Equipment for courses
- Any other costs related to study.
- If applicable you will need to get your class teachers to sign to confirm that you need this resource for your studies.

The amount of bursary will be dependent on the number of applications of students who are eligible for consideration of support and the amount of funding available.

*Applications for meals assistance will be given in the form of meal vouchers to be redeemed in the school canteen.

Category 3 – Low Priority Group

Those who have a gross annual household income for the tax year 2012-2013 between £16,191 and £24,000

Those in the low priority group will be considered for a bursary subject to available funding after those in the high and medium priority groups have been awarded.

Bursaries in this category will be dependent on need and will be assessed individually. This category is aimed at any one whose financial situation poses a barrier to their education, and who does not fit into categories one or two.

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Just as in Category two, applications should also provide evidence of difficult financial circumstances, for example:

- Evidence of benefits
- Tax credits award notice
- P60
- Evidence of self-employment income

As in Category two also, applications should also be accompanied by a letter detailing how the extra funds would be used, for example:-

Meals whilst in the Academy (*see below)

- Transport costs to and from Academy
- Books for courses
- Equipment for courses
- Any other costs related to study.

If applicable you will need to get your class teachers to sign to confirm that you need this resource for your studies.

All applications will be treated confidentially. Photocopies of documents will be required. Payments will be made by cheque, payable to the student.

*

Applications for meals assistance will be given in the form of meal vouchers to be redeemed in the school canteen.

How do I apply?

Students will be informed via assemblies and tutors in October. Students will be encouraged to apply as soon as possible:

- **Initial deadline date:- Friday 22nd November 2013.**

A panel will meet to judge each application and allocations will be made after this date. The decision of the panel will be final.

SUBMISSIONS THAT ARE INCORRECTLY COMPLETED WILL BE REJECTED. THIS WILL INCLUDE LACK OF DETAIL IN THE SUBMISSION AND PROOF DOCUMENTS NOT BEING SUBMITTED. IF IN DOUBT, PLEASE SEE **MRS BEASLEY**, MR HEELEY OR MR TOPHAM BEFORE SUBMITTING THE FORM.

16 – 19 Bursary Application Form

Name : _____ Form: _____

Date of Birth : _____ Age: _____

Date of Application: _____

Name of Parent/Carer: _____

Parents/Carers National Insurance Number: _____

Category of Application: _____ (you can only apply in a single category)

Evidence attached (please tick the appropriate evidence)

Category 1 Application

- A letter setting out the benefits to which the young person is entitled;
- Proof of benefits
- 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.

Please attach copies of this evidence

Category 2 Application

- Evidence that you receive Free School Meals (FSM)? (this will be sufficient if you have it)
- Evidence of benefits
- Tax credits award notice
- P60
- Evidence of self-employment income.
- Amount being applied for £ _____ *** Please complete

Please attach copies of this evidence

Category 3 Application

- Evidence of benefits
- Tax credits award notice
- P60
- Evidence of self-employment income.
- Amount being applied for £ _____ *** Please complete

Please attach copies of this evidence

For Category 1 application

I wish to apply for a 16 – 19 Bursary and the following evidence is attached.

- A letter setting out the benefits to which the young person is entitled;
- Proof of benefits
- 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.

Category 1 – High Priority

I confirm that all details given are true and accurate.

I confirm that I have read and understood and agree to the conditions that need to be met for the 16-19 Discretionary Bursary Fund.

Signed {Student} Signed (Parent/Carer)

Date

For Category 2 application – Please state how will the funding be used

Please state below how the funding will be spent by the student, for example, specific educational purposes should be identified. These may include:-

- Meals whilst in the Academy. Applications for meals assistance will be given in the form of meal vouchers to be redeemed in the school canteen.
- Transport costs to and from Academy
- Books for courses
- Equipment for courses
- Any other costs related to study.
- If applicable you will need to get your class teachers to sign to confirm that you need this resource for your studies.

Please indicate the amount you are applying for. Please include estimated costs. Please use additional sheets if required.

Do you currently receive Free School Meals? Yes / No

Category 2 – Medium Priority (continued)

Class Teacher approval (if applicable)

I confirm that _____ (student name) requires the resources detailed above for their studies.

Signed _____ Signed _____ Signed _____ Signed _____

Name _____ Name _____ Name _____ Name _____

Category 2 – Medium Priority

I confirm that all details given are true and accurate.

I confirm that I have read and understood and agree to the conditions that need to be met for the 16-19 Discretionary Bursary Fund.

Signed {Student} Signed {Parent/Carer}

Date

For Category 3 application – Please state how will the funding be used

Please state below how the funding will be spent by the student, for example, specific educational purposes should be identified. These may include:-

- **Meals whilst in the Academy. Applications for meals assistance will be given in the form of meal vouchers to be redeemed in the school canteen.**
- **Transport costs to and from Academy**
- **Books for courses**
- **Equipment for courses**
- **Any other costs related to study.**
- **If applicable you will need to get your class teachers to sign to confirm that you need this resource for your studies.**

Please indicate the amount you are applying for. Please include estimated costs. Please use additional sheets if required.

Category 3 – Low Priority (continued)

Class Teacher approval (if applicable)

I confirm that _____ (student name) requires the resources detailed above for their studies.

Signed _____ Signed _____ Signed _____ Signed _____

Name _____ Name _____ Name _____ Name _____

Category 3 – Low Priority

I confirm that all details given are true and accurate.

I confirm that I have read and understood and agree to the conditions that need to be met for the 16-19 Discretionary Bursary Fund.

Signed {Student} Signed {Parent/Carer}

Date

Confirmation of Total Household Income

Name of Applicant: _____

Form: _____

I hereby confirm that the total household income in the 2012/3 tax year was:

£

I have included the following documents to evidence this: (suggest P60 for all persons in the household)

Declaration

I declare that the above details and all details submitted in this application are correct. I understand that any falsification of the required information may lead to prosecution and any funds distributed will be reclaimed. In such cases, information will be passed onto the Police.

Signed (Student)

Signed (Parent/Carer)

Date



Wood Green Academy

AND SIXTH FORM CENTRE

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