



# St Laurence School

## St Laurence School Policy on Post-16 Bursary Fund 2020 - 21

*(To be read before completing the application form)*

## **Background**

The 16-19 Bursary Funds are paid by the Education Funding Agency (EFA) to all Schools and colleges to provide financial help to students whose access to, or completion of education may be inhibited by financial considerations.

The Bursary may typically be used for:

- Books and equipment
- Transport
- Hardship costs
- Additional course costs
- Travel to interviews
- Other discretionary needs

The administration and procedures for allocating the Bursary are described in the appendices.

## **Responsibilities**

### a) Students

- Students making an application must provide accurate information and documentary evidence where needed
- Students must ensure they meet the school's expectations regarding attendance, conduct and completion of work.
- Students must inform the school of any changes in their financial circumstances.

### b) Assistant Heads of House

- Assist Year 11 students who have applied to the Sixth Form, as required, to make an appropriate application
- Provide the Director of Sixth Form with the information necessary to complete the review form

### c) Director of Sixth Form

- Authorise, as appropriate, the review forms
- In conjunction with the finance team make decisions on the applications
- Ensure students, parents and carers are aware of the Bursary Funds and Policy

### d) Finance Officer

- Make decisions on applications with the Director of Sixth Form.
- Ensure reasons are accurately recorded
- Act as first point of contact for appeals
- Ensure timely payment can be made
- Ensure audit requirements are met
- Produce reports on administration of funds as required

### e) Director of Finance and Operations

- Ensure funds are paid to students in accordance with decisions of any panels

### f) Appeals Panel

- Initial appeals will be considered by the finance officer
- A further panel will consist of the Director of Sixth Form and the Deputy Head who will consider any appeals not resolved by the Finance Officer.

## **Procedure**

To make an application a student should seek advice from the Director of Sixth Form and, if appropriate, arrange an interview before completing the application form. This is to ensure the appropriate documentary evidence is provided.

The completed application form should be handed to the Finance Team who will log the application and process the form.

The finance officer will meet with the Director of Sixth Form and they will consider each application in accordance with the fund guidelines. A brief explanation of the decision will be made on the form.

Appeals must be made in writing to the finance officer explaining what is being appealed and why you believe the decision to be incorrect. Additional evidence may be required to support the appeal.

A further appeal can be made to the Director of Sixth Form and Deputy Head whose decision is final.

## **Timing and amount of payments**

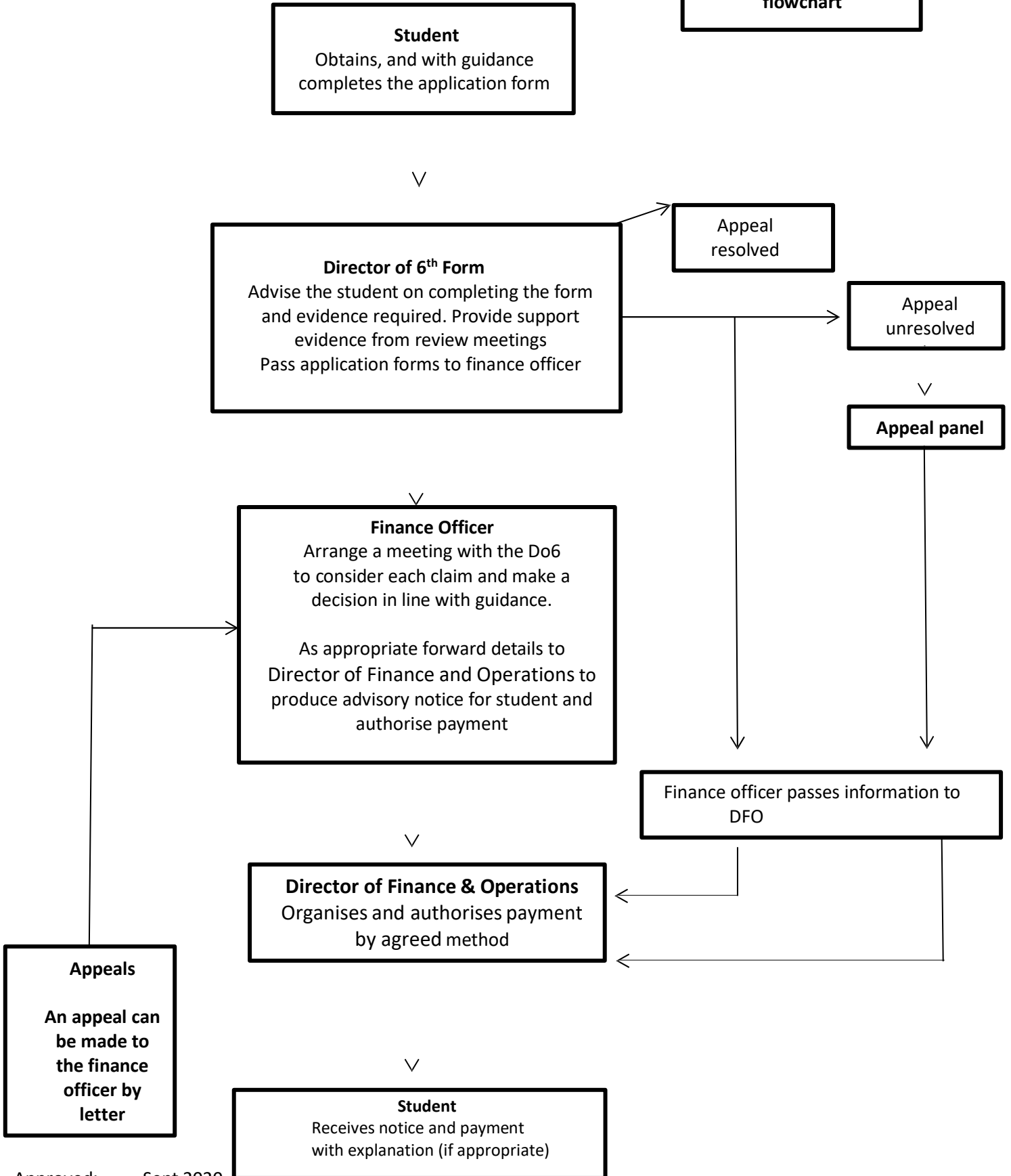
Please see the details in Appendix 5

## **Policy Review**

The policy will be reviewed annually in Term 6.

Flow Chart

**Bursary Fund Process  
flowchart**



Approved: Sept 2020  
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## **CRITERIA AND ELIGIBILITY FOR PAYMENT**

### **(A): Students eligible for maximum Bursary**

These students will receive £1200 for the year based on enrolling on a Full Time course (30 weeks or more) and meeting the Student “Commitment Condition” stated below.

Students are:

- in care
- care leavers
- getting Income Support (IS), or Universal Credit (UC) in place of Income Support, in their own right
- getting Employment and Support Allowance (ESA) or Universal Credit (UC) and Disability Living Allowance (DLA) or Personal Independence Payments in their own right

Please note: Evidence will be required by the school which will then make an application to LSS for these funds.

School has been allocated a further fixed sum of money for the 16-19 Bursary Fund. 5% of the total will contribute towards Centre administrative costs, whilst a contingency will be held back for applications during the course of the year (i.e. after the application deadline of **15<sup>th</sup> September**). The remaining bursary will be prioritised and allocated as follows:

### **(B): Discretionary Awards**

Eligible applicants are identified as falling under one of the three Student Tiers of Need below:

**Student Tier A** – Students who have successfully claimed Free School Meals for the current academic year or whose income is £16,190

Evidence: Local Authority letter/school transition data/Household income can be evidenced by receipt of benefit and/or P60, Tax Credit Award Notice or evidence of self-employment income.

**Student Tier B** – Students whose home Household income is less than £20,817

Evidence: Working Tax Credit annual statement letter from HMRC.

**Student Tier C** - Students whose home Household income is less than £25,520

Evidence: Working Tax Credit annual statement letter from HMRC.

Each Tier then has a specific weighting multiple for a share of this residual fund. This will be calculated once the closing date for application forms has passed.

### **Commitment Condition**

Attendance will be reviewed at set dates. In order for the following term’s payment to be authorised, students must have zero unauthorised absences since the last review or since the start of the course (if term 1). Students have a fresh start after each review thus allowing a spring term or summer term payment to be possible even if they did not qualify for autumn. This attendance review will take place centrally and students will be informed if they have unauthorised absences and invited by letter to discuss this with the SFSO within one week before the payment is suspended.

### **In Year Applications and the Contingency Fund**

Applications after 15<sup>th</sup> September 2018 will be from the Contingency Fund held back from the Bursary Fund School allocation). An estimate of the figure will be made by the Bursary Fund Panel and steps applied as above. This means that Discretionary Awards may vary according to the “residual funds” during the year. Late applications will also be pro- rata based on the student enrolment date and academic year.

### **Exceptional cases and Contingency Fund**

The school may hold back a small proportion from the contingency for exceptional cases at the discretion of the Headteacher to respond to atypical need not identified through a formula approach. In these circumstances a clear record of the background and allocation will be provided for audit purpose.

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## BURSARY FUND

### Timing and Amount of Payments

1. Students are only eligible for payments if they are legitimately enrolled and attending as defined by the criteria.
2. Applications for 2020-21 Bursary Funds may be made in the time periods below:

For a response by 19<sup>th</sup> October applications with evidence should be received by 15<sup>th</sup> September

### In Year Applications\*

Beyond Payment 2 applications will receive a response within 10 working days of submission. The final deadline for applications is the final day of Spring Half Term.

\* All applications within the year will be pro rata based on the student enrolment date and academic year.

### Payment Schedule:

|                   | <i>Attendance Review Date</i> | <i>Payment Date Bursary</i> | <i>Amount</i> |
|-------------------|-------------------------------|-----------------------------|---------------|
| <b>Payment 1:</b> | One week before payment       | 26 <sup>th</sup> October    | 50%           |
| <b>Payment 2:</b> | Two weeks before payment      | 19 <sup>th</sup> Jan        | 25%           |
| <b>Payment 3:</b> | Two weeks before payment      | 20 <sup>th</sup> April      | 25%           |

### Important Notes

1. In certain cases, payments may not be made direct to the student or may only be made on production of a valid invoice or receipt.
2. Students should ensure they have a bank account in their name through which to receive funds.
3. The final payment, payment 3, for terms 5 and 6 is based on the student attending all of the remaining weeks of those respective terms. Failure to do so, or if a student plans to leave the 6<sup>th</sup> form after their AS examinations they will receive the bursary payment on a pro-rata basis e.g. if the final payment is £300 and the terms are a total of 10 weeks then the student will receive £30 per week for the weeks up to the end of the AS examination period and not receive a payment for the subsequent weeks not studying at St Laurence.
4. Bursaries will be awarded on a pro-rata basis. Therefore, if a student is studying 3 A Levels but in an exceptional circumstance drops to 2 A Levels during the Sixth Form from the desired 3 they will receive 66% of the bursary amount. **Except in exceptional circumstances no student will study 2 A Levels at St Laurence School.**

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