

# Open Academy

## OA6 16 – 19 Bursary Policy

<b>Policy Type:</b>	<b>Academy Policy</b>
<b>Approved By:</b>	<b>Local Governing Body</b>
<b>Date Approved by LGB:</b>	<b>13 October 2022</b>
<b>Review Date:</b>	<b>October 2025</b>
<b>Person Responsible:</b>	<b>Principal</b>

## Summary of Changes

The policy has been amended as follows.

Page Ref.	Section	Amendment	Date of Change

## **General Policy Roles and Accountabilities**

The Diocese of Norwich Education and Academies Trust (DNEAT) is accountable for all policies across its Academies. All policies, whether relating to an individual Academy or the whole Trust, will be written and implemented in line with our ethos and values as articulated in our prospectus. We are committed to the provision of high-quality education in the context of the Christian values of service, thankfulness and humility where individuals are valued, aspirations are high, hope is nurtured, and talents released.

A Scheme of Delegation for each Academy sets out the responsibilities of the Local Governing Body and Principal. The Principal of each Academy is responsible for the implementation of all policies of the Academy Trust.

All employees of the Academy Trust are subject to the Trust's policies.

## **Background**

The 16 – 19 Bursary Fund provides support for sixth form students in financial need and is administered by the school. The amount of funding available for each school to distribute through the bursary funding has been determined by the government. In total, the amount available for distribution does not match the amount available previously under the Education Maintenance Allowance (EMA). Open Academy is therefore committed to distributing the bursary fund to those students with the greatest need. The notes here give further details on the bursary fund, how applications can be made and how decisions will be reached.

## **Eligibility**

To be eligible to receive a bursary the young person must be over 16 on 1<sup>st</sup> September and under 19 on 31<sup>st</sup> August in the academic year in which they start their programme of study. Where a young person turns 19 during their programme of study, they can continue to be supported to the end of the academic year in which they turn 19 or to the end of the programme of study, whichever is the sooner.

Young people must satisfy the residency criteria and defined in the Education Funding Agency (EFA) Funding guidance available on the EFA website. They must be participating in provision that is subject to inspection by a public body that ensures quality (Ofsted) and is funded by the EFA or via a local authority. Funded or co-financed by the European Social Fund; or otherwise publicly funded and lead to a qualification (up to level 3) that is accredited by Ofqual or is pursuant to Section 98 of the Learning and Skills Act 2000.

## **Qualifying Conditions**

To continue to receive a bursary a student must satisfy the following conditions:

- Punctual attendance at all timetabled lessons including enrichment classes
- Appropriate behaviour at all times
- Appropriate application in course work so that all deadlines for homework are met
- Achieving over 94% of overall lessons attendance

Students who fail to meet these conditions may have their payment withheld, but we will always take students' individual circumstances into consideration. This includes considering the impact on attendance that might be caused by illness, caring responsibilities or other exceptional circumstances.

There are two levels of Bursary Payment:

## **Vulnerable Bursary**

This is fixed at £1,200 per year and is designed to support the young people in most need. These have been identified by the government as students who are:

- In care or recently left authority care
- in receipt of income support or in receipt of Universal Credit because they are financially supporting themselves or anyone who is a dependent on them and living with them, such as a child or partner
- Are disabled and in receipt of both Employment and Support Allowance (ESA) and Disability Living Allowance (DLA)/Personal Independence Payments (PIP)

The school will seek to identify students who are eligible for a Vulnerable Bursary. Parents/carers/students will need to provide appropriate documentation to prove entitlement, for example a letter setting out the benefit to which the student is entitled, or written confirmation of the student's current or previous looked after status from the local authority which looks after him/her or provides the leaving care services.

### **Discretionary Bursary**

Other students may be eligible for a smaller bursary. These will be determined by the academy on an individual case by case basis. We will seek to target our bursary awards toward students facing financial barriers to participation, such as costs of transport, books, equipment, field trips etc. The amount that will be paid will be dependent on the number of applications for assistance received and the size of the bursary fund allocated to the school by the government. To enable the school to make an informed decision the parent/carer may be requested to supply documentation e.g. indicating entitlement to Income Support, Tax Credits or a P60 for the previous year, as proof of income and/or earnings.

### **Changes in Circumstance over the Academic Year**

A small contingency amount will be retained from the overall bursary fund so that some support could be available in the event of a sudden deterioration in the financial circumstances of a student. Payments to students may also be adjusted to take account of improvements in a student's circumstances.

### **Application**

Those wishing to apply for a bursary must complete the application form (appendix 1) and return with supporting evidence to the Finance Office by the 19<sup>th</sup> September 2022.

### **Decisions**

All applications and subsequent claims (appendix 2) will be considered and assessed by the Business Manager and 6<sup>th</sup> Form Leadership; their decision is final and not subject to appeal.

## **Appendix 1**

### **OA6 16-19 Bursary Award Guidelines for Applications**

#### **Bursary Fund**

OA6 will target the 16-19 Bursary to ensure that it reaches students who face significant barriers to participating in education and will target funds to help the students in greatest need.

#### **Discretionary Fund**

Where the criteria for a Bursary have not been fully met, but there is evidence of financial need, OA6 will operate a discretionary payment system for specific educational purposes such as books and equipment, examination re-sit fees, university application (UCAS) fees, educational visits, and transport costs. As a guideline, applications will be considered where household annual income is below £30,000.

#### **Application Process and Payments**

- All applications are to be made to the Finance Office by the **19th September 2022**, along with the required evidence.
- All applicants will be advised in writing, of the outcome, as soon as possible, and at the latest, in the week following the October half term. All eligible bursary payments will be attendance related and will be subject to the conditions laid down in the OA6 16-19 Bursary Policy.
- Once applicants have been notified of qualification for 16-19 Bursary payments, claims can be made.
- Please note that OA6 guarantees that all personal information, including bank details and household earnings, will be stored securely and will remain strictly confidential.
- In Year applications will be considered subject to funds being available.

**Please note if a bursary is awarded the payments will be made subject to the conditions of the 16-19 Bursary policy being met.**

**OA6 16 - 19 Bursary Award Application Form 2022-2023****Please complete all information in BLOCK capitals:**

Surname:		Forename:
Date of Birth:	Tutor:	Gender: Male/Female (please delete as appropriate)
Parent/Carer Name:		
Home Address:		
How long have you been a resident in the UK?		
Home telephone number:		Parent mobile number:
Student mobile number:		Student email:

1. Are you a young person in care?	Yes	No
2. Are you a care leaver?	Yes	No
3. Are you a young person in receipt of income support?	Yes	No
4. Are you a disabled young person in receipt of employment and support allowance who are also in receipt of disability living allowance?	Yes	No
5. Are you a younger carer?	Yes	No
6. Are you eligible for Free School Meals?	Yes	No

**If you answered YES to any of the above questions, please attach evidence of this with your application form.**

7. What is your total household income? (This should include income of both parents, if they have the same address as the applicant)	
Parent/Carer 1	£
Parent/Carer 2	£

**Please supply evidence of your household income by way of a P60, Receipt of Benefit Notification, Tax Credit Award Notification or Self Employed Income Notification.**

8. How do you travel to school?	
9. If by public transport what are the weekly costs?	

**Please supply evidence of the cost of transportation to school.**

10. Do you have any course/equipment costs?	Yes	No
11. Please provide additional information:		

12. Please provide additional information that may be relevant including the details of any discretionary fund requests (please attach further details if necessary).

13. Please provide the student's banking details, where funds will be sent by BACS:

Account Holder's Name:	
Bank Name:	
Sort Code:	
Account Number:	

I/We confirm that all information provided is true and I/We will notify the academy if any circumstances change. I/We understand that the bursary will be provided on the basis that certain conditions set by the academy as detailed in the Bursary Contract and understand that money may be claimed back if I/We knowingly gave information which is discovered to be false.

Student signature:

Parent signature:

Date:

**Academy Use Only:**

Received:	Number:	Purpose:	Awarded:
	V Group:	Bursary:	Discretionary:
Payment:	Termly	Individual (1)	
Evidence Seen:	Q1-4	Q5-7	Q8
	Q9-10	Q11-12	Bank



## Appendix 2

### OPEN ACADEMY

#### 16-19 Bursary Claim Form 2022-23

<b>Name.....</b>		<b>Form.....</b>
I am claiming for support in the following ways:		
	Books and Equipment – please provide receipts to support your claim	
	Educational Trips – please advise the finance office of any trips	
	Meals in school – an allowance of £2.35 a day will be allocated to your lunch account	
	Transport requirements – additional costs incurred to travel to Open Academy, please provide supporting evidence	
	UCAS application – please provide evidence of payment made	
	University open days – support with travel costs associated with attending, please provide supporting evidence	
	Other – Please specify	
Payments will be made direct to student bank accounts within 28 days. Please provide bank details as follows.		

Bank Name:	
Account Name:	
Sort code:	
Account Number:	

Signed .....

Date .....