

16–19 Bursary Fund Application and Payment Procedure 2018 – 2019

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A key priority for the Government is to close the gap in attainment between those from less well-off and more affluent backgrounds, and to ensure every young person participates in and benefits from a place in a 16 to 19 education or training.

The 16 – 19 Bursary Fund targets support towards the most financially disadvantaged 16 to 19 year olds – those who must need help with the costs of staying on.

WMG Academy for Young Engineers will determine the eligibility criteria for discretionary bursaries, and the frequency of and conditions for payments for all awards. The 16-19 Bursary will only be awarded to a student that is eligible and facing genuine financial barriers to participating.

Eligibility

To be eligible to receive a 16-19 Bursary in the 2018-2019 academic year, the student must be aged 16 or over and under 19 on 31st August 2018.

Students must also satisfy the residency criteria set out in the EFA* Funding Guidance. (A person on 1st September who is settled in the UK and has been ordinarily resident in the UK and Islands for the three years preceding the 1st September.) If you are in doubt, please speak to Ms Parveen.

Students should be participating in provision that is subject to inspection by a public body that assures quality and funded within the relevant guidelines.

Bursary Fund Levels

Level One

Students in the following defined vulnerable groups will be eligible for a bursary:

- in care
- care leavers
- receiving Income Support, or Universal Credit because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them such as a child or partner
- 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

This would be paid in 4 instalments at the start of each term by BACS transfer directly into the student's bank account.

Payments will be subject to review by the Bursary Awards Panel**

An application form is available for students who believe they are eligible for a Level One Bursary.

Level Two

Students who are in receipt of free school meals or have a total household income of £20,000 or less including benefits can apply for a weekly bursary. Household income can be evidenced by receipt of benefit and/or P60, Tax Credit Award Notice or evidence of self-employment for the Tax year ending 6th April 2019.

The allowance will be established upon agreement by the school to make awards to students. All evidence of household income will be in strict confidence.

Payments will be made in 4 payments for the academic year 2018-2019 to the students' bank account via BACS upon authorisation from the school that the student has satisfied all the attendance and behaviour requirements. These payments will be made in arrears. There may be delays in some cases if there is any query regarding attendance.

Students will be informed of any non-payment in writing. However students should check their payments regularly and in the case of non-profit payment they should contact Ms Parveen for clarification.

Payments will be subject to review by the Bursary Awards Panel**

An application form is available for students who believe they are eligible for a Level Two Bursary.

Level Three

Students who have a total household income of between £20,000 and £25,000 can apply for a discretionary bursary for specific educational purposes. These include:

- Costs of transport
- Meals in school
- Books and equipment
- Educational trips

Household income can be evidenced by receipt of benefit and/or P60, Tax Credit Award Notice or evidence of self-employment income for the Tax Year ending 6th April 2018. All evidence of household income will be held in strict confidence. No student will receive more than £200 per year.

Payments will be made on an ad-hoc basis by the most mutually convenient method.

Payments will be subject to review by the Bursary Awards Panel**

An application form is available for students who believe they are eligible for a Level Three Bursary.

Assessment

The Bursary Awards Panel** will assess each application with supporting documentation in the strictest confidence. Any student who believes they are eligible for any level of funding from the 16-19 Bursary Fund should complete an application form and hand it in to Ms Parveen as soon as possible after admission in September. The closing date for applications will be Friday 21st September 2018. A student in receipt of any level of bursary must inform Ms Parveen of any changes to family circumstances that may affect the support during the academic year. Students who become eligible during the academic year should contact Ms Parveen and make an application.

Students can apply for a Level Two or Level Three Bursary if:

If they were previously eligible for free school meals in year 11

You are also eligible if your parents are claiming one of these benefits:-

- (i) Income Support;
- (ii) Child tax credit, provided they are not entitled to working tax credit and have an annual taxable income as assessed by the Inland Revenue which from 6th April 2016 does not exceed £16,190;
- (iii) Income based job seekers allowance;
- (iv) Employment Support Allowance (Income related);
- (v) Guaranteed Element of State Pension Credit;
- (vi) Support under Part IV of the Immigration and Asylum Act 1999.

Students can apply for a Level Two Bursary if:

They come from families in the lower 40% of UK household incomes

- (i) Students with an annual gross family income of less than £20,000 in the last tax year (including benefits). This must be established through current Working Tax Credit/Child Tax Credit Documentation/P60;
- (ii) Students who can demonstrate through Working Tax Credit/Family Tax Credit that their award has been changed to reflect a change in circumstances so that their annual gross family income including benefits is now below £20,000.

Attendance and Behaviour Requirements

To receive any funds once the Academy has acknowledged eligibility, participating students at WMG Academy must adhere to the following criteria:

To receive the full Level Two bursary students should have 100% attendance at all timetabled lessons and registrations unless they have prior permission from the Academy for authorised absence. Holidays will not be authorised. We will allow for one period of absence due to ill health (maximum 3 consecutive days) each half term. Approved Examination Study Leave, participation on approved educational trips, or approved representative activities will be counted as attendance.

If students are unacceptably late to lesson or registration, then these will count as an absence and therefore the payment will not be made for that week.

Failure to meet the criteria will result in the payment reflecting based on the BRAG system in the following way:

Green	100%
Amber	75%
Red	50%
Black	0%

Students must abide by the standards of behaviour and effort as agreed at the start of their learning programme as detailed in the Student Code of Conduct. If poor behaviour or effort is reported and supported by documentary evidence, the student will not be paid for that period.

*Education Funding Agency

** Will comprise of 1 member of Finance and 1 member of the Senior Leadership Team

Contact Us

We are happy to help and guide you through the 16-19 Bursary Fund Application and Payment Procedure if you have any questions or concerns please contact Ms Parveen.

This procedure was last reviewed on the date shown. Please refer to the Academy website/reception if you wish to check that this is the current procedure.

This procedure has been reviewed with due regard to The Equality Act

This document can be made available in large print or other accessible format if required.