



The Crypt School 16-19 Bursary Fund Policy

Lead Person : Head of Sixth Form
Governing Body Committee : Resources

Aims

From September 2011 the Government will be introducing a Bursary Fund to provide support for sixth form students from poorer backgrounds. This replaces Educational Maintenance Allowances (EMA) which had similar objectives. In 2011 the School is allocated funding roughly based on the numbers of student applications for financial support in the previous financial year: these funds must be entirely exhausted by the end of each financial year. Up to 5% of this funding may be used for the school costs of administering the scheme, in line with direction from the YPLA. However, the School will manage the funding to allow for a (10%) reserve throughout the year in case of extraordinary student applications for financial support. In the event of a sum of money remaining at the end of the year, the School will divide the excess between the student applicants for that year, based on their good attendance and punctuality, good behaviour and achieving marks in line with their predicted grades.

This document is based on advice provided by the Young People's Learning Agency and sets out how The Crypt School will administer and distribute these funds and is divided into the following sections:

1. Eligibility
2. Applications and Assessment
3. Payments
4. Appeals
5. Fraud

The Crypt School recognises that offering support to students from poorer backgrounds requires sensitivity and respect for all those concerned. Information relating to applications will be treated confidentially.

1. Eligibility

Bursaries are intended to support those students from poorer backgrounds, and four groups of students are eligible to apply:

- 1.1 Young people in care, care leavers, those parents in receipt of income support and young people receiving Employment Support Allowance who are also in receipt of Disability Living Allowance will be given the highest priority and be eligible to receive a Level One Bursary of £1,200 a year.
- 1.2 Students who are eligible for Free School Meals, or whose parents or carers earn less than £16,190 per year and receive means-tested benefits, might be eligible for a Level Two Bursary of up to £800 per year.
- 1.3 A smaller Level Three Bursary of up to £200 per year might be payable to students whose parents or carers earn between £16,191 and £20,999.
- 1.4 Additional funding or payments in kind might be granted to less well-off students who are faced with unforeseen changes in their circumstances.

The School is only allocated a finite amount of money for bursaries and this will be distributed amongst applicants in relation to their priority levels of eligibility. Once this money has been allocated there will be no more money to distribute. The funding comes to the school from central government and the school has no other money to pay bursaries. Students should be aware that submitting an application is not a guarantee of any bursary payment.

Payments must be for specific educational purposes, which may include: costs of transport (bus passes), extra books and equipment, meals in school, educational trips, UCAS registration etc. Students eligible to receive a bursary must be aged under 19 on the 31st of August in the academic year in which they start their programme of study.

Students proceeding to Year 13, previously in receipt of the £30 EMA and who now receive £20 per-week, may also make an application for additional support: The maximum amount any student may

receive in one school year (including the total amount of Bursary and EMA payment) is £1200. Students who move from The Crypt School to another educational provider will need to sign an agreement if they wish their information to be shared with the new institution.

2. Applications and Assessment

The Crypt School will make every effort to ensure that all those students entitled to bursaries receive such support. All students coming into the Sixth Form will receive information about bursaries. A specific application form is to be used. Students will be encouraged to make an application for a Bursary as soon as possible after enrolment in September.

Students will be asked to provide evidence of their household income e.g. notice of benefit received from the Department of Work and Pensions. The School will photocopy any supporting documentation provided as evidence in an application, and will keep this securely stored.

Applications must be received, with all supporting paperwork, by the Head of Sixth Form by September 30th. A Bursary Panel (comprising The Assistant Headteacher for Sixth Form, the Deputy Headteacher, the Sixth Form Administration Officer, the School Finance Officer and one administration assistant) will meet three times a year (in October, January and May) to review all applications and authorise payments up to the permitted maximum in each term. The panel will meet within 10 working days of the application deadline and students will be informed of the result of their applications within 5 working days of the panel meeting.

Payments to successful claimants will be backdated to the first day of The Crypt School Autumn, Spring and Summer Terms in September, January and May respectively. If personal circumstances change, students can make applications later in the academic year. These will be reviewed when the panel next meets. In this case payment of claims can be backdated for up to 28 days. Students / parents / guardians must inform the School of any changes in circumstances. Students will be entitled to appeal against any decision taken by The Crypt School. The appeals process is outlined in Section 4 of this document.

3. Payments

Payments to students will be made on a fortnightly basis for that period of time that a student remains on their course and meets the following requirements as outlined in the Sixth Form Learning Agreement with specific regard to attendance and punctuality, behaviour, meeting deadlines, achieving grades in line with predictors. Specific details of these can be found in the document *YPLA Bursary - Crypt School Student Guide*.

Should any student fail to meet these requirements the school reserves the right to withhold bursary payments for each week for which requirements have not been met. Similarly if students leave school before the end of the academic year they will only receive payments for that the time that they attended the sixth form.

Students must open a bank account, as payments will be made from the school directly to their accounts. Any student faced with difficulties in opening a bank account should immediately contact the school Finance Office.

4. Appeals

Students are entitled to appeal against decisions made in relation to their application for a bursary or the withholding of payments. They should first raise their concerns with the Head of Sixth Form, and if such a meeting fails to resolve any differences they should make a written complaint for consideration by the Headteacher.

5. Fraud

Fraudulent claims for bursary allocations will be referred to the Police. Students found to make fraudulent claims will be required to refund all payments received and may be permanently excluded from the school.

Policy Approved:

Review Date: June 2012