



## Churchdown School Academy Bursary Policy 16-19

From September 2011 the Government introduced a Bursary Fund to provide support for sixth form students from less advantaged backgrounds. This replaced Educational Maintenance Allowances (EMAs) which had similar objectives.

This document is based on advice provided by the Young Peoples Learning Agency and sets out how Churchdown School Academy 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

Churchdown School Academy 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 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 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 may be eligible for a smaller bursary.
- 1.3 A smaller bursary may be payment 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 amounts payable for those eligible for 1.2, 1.3 and 1.4 criteria will depend solely on numbers who apply and the grant awarded to the school by the YPLA.

Students eligible to receive a bursary must be aged less than 19 on the 31<sup>st</sup> August in the academic year in which they start their programme of study.

### 2. Applications and Assessment

Churchdown School Academy 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. The application form to be used is attached to this document.

(Continued Overleaf)



# Churchdown School Academy

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Students will be asked to provide evidence of their household income e.g. notice of benefit received from the Department of Work and Pensions.

All applications should be received by Mr Cush (Sixth Form Block) by October 5<sup>th</sup> and students will be informed of the result of their application by October 31<sup>st</sup>. Payments to successful claimants will be backdated to September 4<sup>th</sup>. If circumstances change students can make applications later in the academic year. In this case payments of claims can be back dated for up to 28 days.

Students will be entitled to appeal against any decision taken by Churchdown School Academy. The appeals process is outlined in section 4 of this document.

### 3. Payments

Payments to students will be allocated weekly and paid termly for that period of time that a student remains on their course and meets the following requirements for:

**Attendance – 90% attendance to registration and all timetabled lessons.**

Should any student fail to meet these requirements the school reserve 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 time they attended the sixth form.

Students entitled to bursaries joining courses later in the academic year will receive a pro-rata allocation.

Students must open a bank account as payments will be made from the school directly to their accounts.

### 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 Mr Lloyd, Finance Manager, and if such a meeting fails to resolve any differences they should make a written complaint for consideration by the Head Teacher and then Governors of the School.

### 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 will be expelled from the school.