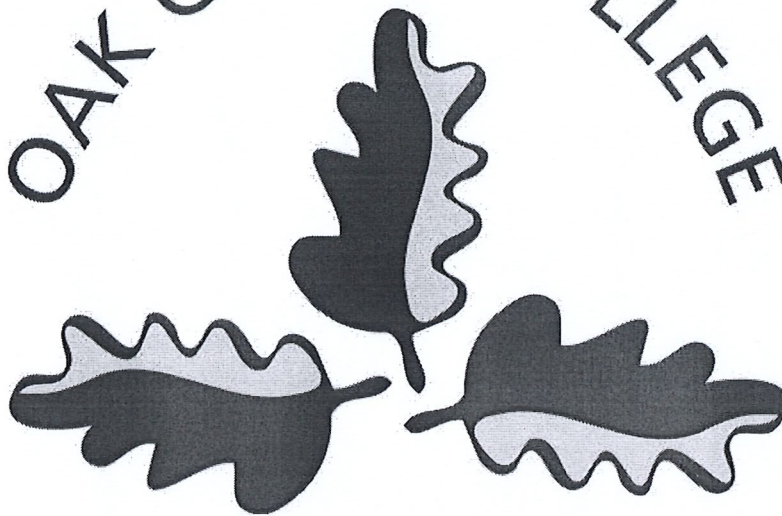


OAK GROVE COLLEGE



Everyone matters, every day counts

16-19 Bursary Fund

Policy created: November 2018

Policy first adopted: January 2019

Signed chair of Governors:

E.M. Cook

Re-adopted & signed:



16-19 Bursary Fund

The 16-19 Bursary fund is paid by the Education funding Agency (EFA) to schools and colleges so that they may provide financial help to students whose access to or completion of education might be inhibited by financial consideration.

The scheme comprises of two parts:

- (i) The vulnerable Bursary (£1200 per academic year) - for students in need of financial support.
- (ii) The Discretionary Bursary - for students in need of finance to help meet their specific costs to enable them to stay in education and complete their courses (e.g. transport, equipment, fieldwork costs).

Eligibility

- Students must be aged 16 and under 19 on the 31st August at the start of the academic year in which he/she starts a programme of study.
- A student must be on a full time programme of study.

Students who are eligible and meet the requirements for funding will receive payments in kind.

The Vulnerable Bursary (£1200)

Students can apply for the vulnerable bursary if they meet one of the following criteria:

- Students in care;
- Students live independently having left Local Authority care;
- Student is in receipt of Income support;
- Student is disabled and in receipt of both Employment support Allowance and Disability Living Allowance or Personal Independence Payment

Students can apply for this grant to fund particular needs, for example:

- Books/ equipment/ materials/ specialist clothing
- Trips and Residential trips
- Travel expenses
- Food costs (e.g. cooked lunch, tuck, life skill lessons)

- Work experience cost
- Travel Training
- Sport activities where these link directly to the course
- Computer hardware and software which supports the course being studied.

Discretionary Bursary

Students can apply for the discretionary Bursary if:

They are eligible for Free School Meals or if parents are claiming one of the following benefits:

- (i) Income support
- (ii) Child Tax credit
- (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

Evidence will be needed to support any applications of the discretionary or vulnerable bursaries.

Students who are eligible for this funding will use the bursary to support directly with their participation in their education; payments can be in kind or monetary. For example:

- Transport
- Books and equipment (text books, stationary)
- Additional course costs (trips, residential experiences, extra sessions at college)
- Work experience cost
- Meals
- Personal Protective equipment (PPE) where required
- Sport activities where these link directly to the course
- Computer hardware and software which supports the course being studied.

Procedure for Application

To make an application it is identified that most students do not have capacity to do so independently. Therefore, parents / carers and the college assume responsibility for applying for any bursary on behalf of the young people.

Parents / carers are given relevant information regarding the application process and an application form if they wish the college to apply to the EFA for a bursar.

All students at Oak Grove College who are in care will have an application for the vulnerable bursary carried out by the college on their behalf.

Parents / carers are advised to clarify the correct evidence in order for the college to submit an application on behalf of the young people. Once the application form is complete with evidence of eligibility attached, these are returned to the college in order for an application to the EFA to occur.

For the vulnerable bursary evidence may include:

- A letter referring to the benefit to which the young person is entitled
- Written confirmation from the LA of the young person's current or previous looked after status.

For the discretionary Bursary this should include evidence of benefits/ allowances/ grants or household income.

The applications will then be logged and checked before an application to the EFA occurs using the portal.

Timing and Amount of Payments

The amount of funding allocated to each student will be paid 'in kind' or by designated application of the funds through the schools audit process. This outlines why the money has been used and identifies how much each transition is.

All transactions will be recorded specific to each students.

Organisation and Appeals

The Discretionary Bursary is given to the college every year by the EFA. Once these funds have been allocated during the school year the college will not be able to make any further grants until the new academic year.

Appeals relating to the bursaries should be made in the first instance to the Business Manager. Second and final appeals should be made to the head teacher. There will be no further right of appeal.

Key Contacts:

College Business Manager: Sharon Kettlewell
Head teacher: Phillip Potter