



## **16-19 Bursary Fund Policy 2023-2024**

<b>Coordinator</b>	Victoria Reed
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<b>Agreed by LT on</b>	21 <sup>st</sup> March 2023
<b>Does this policy need to be agreed by Trustees? If yes, which committee?</b>	No
<b>Agreed by Trustees on</b>	n/a
<b>This policy is communicated by the following means:</b>	
<b>Trustees</b>	Trustee consultation by e-mail when policy reviewed and agreed
<b>Staff</b>	Policy folders on staff shared drive
<b>Parents</b>	Academy website, and via Sixth Form students
<b>Students</b>	Academy website, application forms & guidance notes issued to all Sixth Formers

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## 1. DEFINITIONS

In this policy, the term 'parent' refers to a parent or person with parental responsibility.

## 2. RATIONALE

At Clapton Girls' Academy we want to ensure that students wishing to continue into post 16 education are not financially disadvantaged. Therefore, every student has the opportunity to apply for a 6<sup>th</sup> Form Bursary. If a student qualifies according to the criteria, and funding is available, they must adhere to the Bursary Contract to receive payment.

## 3. POLICY AIMS

- To ensure that the funds received annually from the Education Skills Funding Agency (ESFA) are targeted towards students that have the greatest need
- To ensure that any remaining funds are distributed fairly to the students whose household income may limit their educational opportunities
- To ensure financial sustainability through the flexible devolvement of the ESFA bursary funds received, thereby preventing an overspend in any annual cycle of funding
- To ensure that any personal financial details remain secure and confidential
- To minimise the risk of fraudulent claims.

## 4. HOW THE BURSARY FUND IS USED AT CLAPTON GIRLS' ACADEMY

An annual bursary fund is allocated to the Academy by the ESFA. Students apply for the Bursary and successful applicants are classified as either Level 1 or Level 2.

**Level 1 students:** A Young Person in Care; a Care Leaver; a young person in receipt of Income Support; a disabled young person in receipt of Employment and Support Allowance, who is also in receipt of a Disability Living Allowance.

**Level 2 students:** Students who are eligible for free school meals and whose household income is less than £16,190 per year (being the 2023/24 earnings threshold for free school meals).

Level 1 students receive an annual bursary of £1,200 and the remainder is to be shared amongst other eligible Level 2 students.

In addition to this, a 5% administrative cost is to be applied and a discretionary hardship fund created. To provide for these costs 15% will be withheld from the grant and the annual bursary for Level 2 students will be calculated according to the formula: Annual ESFA grant minus 15% then minus (£1200 x no eligible Level 1 students) = remainder which is divided between the number of eligible Level 2 students (up to a maximum of £30 per week).

Eligible in year applicants (due to changes in household circumstances) will be provided for using the 10% retained to support the discretionary hardship fund.

## 5. BURSARY APPLICATIONS

All students must complete the relevant bursary application form (Appendix A) and submit it to the Head of Progress 12 or 13 with the required evidence by 30<sup>th</sup> September in any year. Students who have a change in household circumstances may submit in year applications to their Head of Progress at any time.



To receive a bursary, students must be aged under 19 on 31<sup>st</sup> August in the academic year in which they start their programme of study and must satisfy ESFA residency criteria. Other criteria are detailed on the Guidance for Applicants paper (Appendix B).

Applications are assessed by the Leadership Team line manager for Year 12 and 13 and the School Business Leader by 15<sup>th</sup> October in any year. For in year applications, assessment will be made within 2 weeks of receipt of the application. For applications received by the 30<sup>th</sup> September payment for eligible students will be back dated to 1<sup>st</sup> September. Late applications will be payable from the date of receipt.

## **6. NOTIFYING STUDENTS OF OUTCOMES**

Students will receive written notification of the outcome of their Bursary Application. Students who have been assessed as eligible for the Bursary will need to sign the Clapton Girls' Academy 16 – 19 Bursary Fund Contract 2023/2024(Appendix C).

## **7. PAYMENTS**

All bursary payments will be made by BACS transfer and will be subject to the conditions laid out in the 16-19 Bursary Fund Contract (see Appendix C).

## **8. DISCRETIONARY FUND**

As an alternative to monthly payments, Clapton Girls' Academy will operate a discretionary payment system for specific educational purposes such as: educational visits or exceptional travel expenses to university interviews. In some cases, no money will be given directly to students; payments or purchases will be made on their behalf. The maximum claimable, within any academic year, will be capped at £200 per student (subject to funds being available).

Students who wish to be considered for Discretionary Fund payments need to complete the application form (Appendix A). Eligibility will be determined via formal application. Each claim will be assessed separately by the Assistant Headteacher for KS5 and the School Business Leader and funds may be awarded on either a match funded or full cost basis.

The discretionary fund will be provided through the initial 10% top sliced from the annual grant. It will then be topped up with monies from unpaid weekly payments to students who fail to meet the terms of the Bursary Contract.

## **9. SECURITY OF PERSONAL INFORMATION**

All applications will be made through the Heads of Progress 12 or 13 and forms and information will be treated as per the General Data Protection Regulations. All personal information, including bank details and household earnings, will be stored securely and will remain strictly confidential.

## **10. INTERNAL APPEALS PROCEDURE**

Students have a right to appeal against a decision if they have evidence that the Academy has made a mistake and that they have behaved in accordance with the 16 -19 Bursary Contract. Appeals should be made to the Associate Deputy Headteacher with responsibility for Key Stage 5. The deadline for submission of an appeal is 2 weeks after the notification letter has been received. If a further appeal is to be requested, this will



then be heard by a Trustees' sub-committee of two members, who do not know the student. **FRAUD**

Parents and students must confirm that all information provided is true and must notify the academy if any circumstances change. The bursary will be provided on the basis that certain conditions set by the academy, as detailed in the Bursary Contract and understood that money may be clawed back and eligibility withdrawn should they knowingly provide information which is discovered to be false.



Appendix A –Application Form

**Clapton Girls' Academy 16–19 Bursary/Discretionary Fund**  
**Application Form 2023/2024**

Please ensure that you have read and understand the academy's guidance for applicants before completing this form. Please note if a bursary is awarded the payments will be made subject to the conditions of the 16-19 Bursary Contract being met.

*Please hand this form to your Head of Progress along with any relevant evidence for processing by 30<sup>th</sup> September 2023*

Please indicate by ticking below which fund you are applying for:

Bursary Fund	<input type="checkbox"/>	Please complete all of the application form
Discretionary payment	<input type="checkbox"/>	Please complete personal details and Q5-9

Please complete all information in BLOCK capitals:

Surname:		Forename:	
Date of Birth:		Age at 31/8/2023	
Previous school name:		CGA Tutor Group:	
Address:			
How long have you been 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 allowance?	Yes	No

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

5. Did you receive Bursary payments in 2022/2023	Yes	No
6. Are you eligible for free school meals?	Yes	No

If you answered yes to being eligible for free school meals, then no further evidence is required.

7. What is your household income? (please complete)	£
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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. If you are applying for a discretionary bursary, please provide details of why you are applying and the amount that you are requesting:

Amount requested: £\_\_\_\_\_ (please provide receipts if this is a discretionary request after the expense has been incurred.)

9. Please provide the student's banking details:

Account Holder's Name (as shown on the bank account)	
Bank Name	
Sort code	
Account number	

I/ we confirm that all information provided is true and I 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.

*Please hand this form to the Head of Progress 12 or 13 along with any relevant evidence for processing by 30<sup>th</sup> September 2023.*

*In year bursary applications and discretionary fund applications can be made at any time.*

Student signature:

Parent signature:

Date:



## Appendix B- Guidance for applicants

### **Clapton Girls' Academy Guidance for applicants for the 16 – 19 Bursary 2023/2024**

CGA 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.

#### **Bursary Fund**

Bursaries will be allocated (subject to available funds) on 2 levels based upon the following criteria:

##### **LEVEL 1**

- A Young Person in Care
- A Care Leaver
- A young person in receipt of Income Support
- A disabled young person in receipt of Employment and Support Allowance who are also in receipt of a Disability Living Allowance

##### **LEVEL 2**

- Students who are eligible for free school meals
- Household income
- As a guideline to the alternative income related eligibility, please consider the current household income band that allows the claiming of free school meals ie. Up to £16,190p.a.

#### **Discretionary Fund (or Short-term financial hardship)**

In addition to bursary fund payments, Clapton Girls' Academy will operate a discretionary payment system for specific educational purposes such as: educational visits and exceptional travel expenses for university interviews.

#### **Application Procedure and Payments**

All applications are to be made using the Clapton Girls' Academy 16–19 Bursary/Discretionary Fund Form 2023/2024. Completed forms must be returned with all necessary supporting evidence to your Head of Year by 30<sup>th</sup> September in any year.

Clapton Girls' Academy will then assess your eligibility by 15<sup>th</sup> October in any year and will advise you, in writing, of the outcome.

All bursary payments will be made by BACS, one month in arrears, and will be subject to the conditions laid down in the 16-19 Bursary Contract: attendance, coursework completion, effort, appropriate behaviour and dress code, and academic progress.

A 16-19 Bursary Contract will need to be signed by all students who are deemed eligible.

#### **Security of Personal Information**

Clapton Girls' Academy will treat all personal information, including bank details and household earnings as per GDPR and this information will be stored securely and will remain strictly confidential.



### **Internal Appeals Procedure**

Students have a right to appeal against a decision if they have evidence that the academy has made a mistake and that they have behaved in accordance with the 16 -19 Bursary Contract. Appeals should be made to the Associate Deputy Headteacher with responsibility for Key Stage 5. The deadline for submission of an appeal is 2 weeks after the notification letter has been received. If a further appeal is to be requested this will then be heard by a Trustees' sub-committee of two members, who do not know the student.

### **Fraud**

Parents and students must confirm that all information provided is true and must notify the academy if any circumstances change. The bursary will be provided on the basis that certain conditions set by the academy as detailed in the Bursary Contract and understood that money may be claimed back and eligibility withdrawn should they knowingly provide information which is discovered to be false.





## Appendix C – Bursary Fund Contract

### **Clapton Girls' Academy 16–19 Bursary Fund Contract 2023/2024**

Students who have successfully applied for these awards will receive direct payments by cheque monthly in arrears, provided they achieve the required standards of attendance, coursework completion, effort, appropriate behaviour (including clothing) and academic progress. Students will receive payments during term time until the date of the final exam.

Attendance is the central feature linked with effort and behaviour of the 16-19 Bursary Fund. Collective Time, lessons, assembly and Supervised Study registers will be checked prior to each weekly return.

The 16-19 Payment will not be paid if a student is recorded absent either from the academy or from lessons unless the absence has been authorised in advance for one of the following reasons:

Involvement in an academy trip; official sports / arts etc activity; work experience as part of the course; university visits; a religious holiday; driving tests; and medical appointments which cannot be arranged out of academy hours; periods of authorised study leave; academy closures e.g. Severe weather.

Other requests for foreseen absences must be applied for at least 2 days in advance. Authorisation will be considered and is at the discretion of the 6<sup>th</sup> form team.

If an unforeseen problem occurs then the student must contact the academy on the day on 0208 985 6641 ext. 261, to explain the reason for absence. A decision will then be taken about whether the absence should be authorised.

#### **Prevention of payment**

The following are a few examples of why the 16-19 Bursary payment may not be paid:

- Failure to complete work (including coursework) by the deadline
- Failure to maintain behaviour in line with the 6<sup>th</sup> form partnership for learning contract
- Failure to maintain at least 97% attendance.
- Non-attendance for any reason not pre authorised including illness and medical appointments that could have been made out of academy hours:
  - Illness, unless hospitalised
  - Holidays
  - Driving lessons
  - Part-time work
  - Babysitting younger siblings
  - Leisure activities

Students have a right to appeal against a decision if they have evidence that the academy has made a mistake and that they have behaved in accordance with the 16 -19 Bursary Contract. Appeals should be made to the Associate Deputy Headteacher with responsibility for Key Stage 5 , in the first instance. If a further appeal is to be requested this will then be heard by a Trustees' sub-committee of two members including: an academy governor and a governor who does not know the student.



I have read and agree to abide by the terms of the 16-19 Bursary Fund Contract above. I understand that if I do not comply with these terms then I will not receive the 16-19 Bursary Fund payment for the period in question.

Signature:

Name:

Date:

Witnessed:

Name:

Date:

Academic Mentor year 12/13