



**COUNTESTHORPE LEYSLAND  
COMMUNITY COLLEGE**

**16-19 BURSARY SCHEME POLICY AND GUIDE  
2018 - 2019**

*Policy Reviewed and Adopted by the Governing Board on:*  
*Signed (Chair of Governors):*  
*Date of Next Review:*  
*Responsible Officer:*

Countesthorpe Leysland Community College supports the 16-19 Bursary fund to provide financial support to help students overcome specific barriers to participation so they can remain in education. There are 2 types of 16-19 bursaries:

- **Bursary A**  
A 'vulnerable' bursary of up to £1,200 a year for young people in one of the defined vulnerable groups.
- **Bursary B**  
A 'discretionary' bursary awarded to meet individual needs, for example, help with the cost of transport, meals, books and equipment. This is aimed at students facing financial barriers to participation and need help to stay in education.

### **Bursary A**

A bursary of £1,200 per year paid in monthly instalments to young people

- in care
- care leavers
- in receipt of Income Support or Universal Credit in place of Income Support, in their own right
- in receipt of Employment and Support Allowance or Universal Credit and Disability Living or Personal Independence Payments in their own right

In addition, students need to meet the general eligibility criteria outlined below. Students who meet these criteria will need to complete the application form and return it to the 6<sup>th</sup> form office together with either:

- written confirmation from the provider of the benefit to which they are entitled or
- written confirmation from the relevant local authority of current or previous looked-after status.

Applications for Bursary A must be made by 28<sup>th</sup> September 2018. Applications made after that date will be paid pro rata (taking account of the proportion of the year remaining).

Students who qualify for this bursary will be made an initial payment of £300 at the end of September and then nine monthly payments of £100. If at any stage a student's attendance or attitude to learning gives cause for concern payments may be withheld. Should a student become eligible for Bursary A during the course of the year, a pro rata payment (taking account of the proportion of the year remaining) may be made.

A student can be paid a bursary of more than £1,200 if it is assessed they need extra help to remain in education. Any additional payments made will be paid from Bursary B.

### **Bursary B**

Bursary B will be awarded to students to help overcome the individual barriers to participation that a student may face for example help with the cost of transport, meals, books and equipment. Students will be assessed individually and awarded a bursary based on their actual financial need. Household income and income bands are used to establish award levels.

- Band 1 – annual household income £16,190 or less. These students receive:
  - 100% towards the cost of a bus pass if they live over 2 miles from the College
  - 100% towards the cost of educational visits during the year
  - 100% towards books and equipment
  - 100% cost of attending university interviews and open days, up to a maximum (This includes travel on the day, but not overnight accommodation)
- Band 2 - annual household income between £16,190 and £20,817. These students receive:
  - 75% towards the cost of a bus pass if they live over 2 miles from the College

- 75% contribution towards educational visits during the year
  - 100% contribution towards books and equipment
  - 75% of cost of attending university interviews and open days. (This includes travel on the day, but not overnight accommodation).
- Band 3 - annual household income between £20,817 and £25,521. These students receive:
    - 50% towards the cost of a bus pass if they live over 2 miles from the College
    - 50% contribution towards educational visits during the year
    - 100% contribution towards books
    - Decisions about applications for Bursary B will be made at the start of October.

### **General eligibility criteria**

In addition to qualify for either bursary the student must also

- Be aged under 19 on August 31<sup>st</sup> in the year of entry to 16+
- Satisfy residency criteria in the document Funding Education for 16 to 19 year olds (<https://www.gov.uk/government/collections/funding-education-for-16-to-19-year-olds>)

### **How decisions will be made**

Those most in need will be identified as young people in care, disabled, care leavers, young people living independently and receiving income support and those in receipt of Free Schools Meals. In order to continue to receive the bursary a student must have good attendance, motivation and behaviour.

### **Payments**

Payments will be made by BACs transfer to the student's bank account. The College authorises payment for each student each month, based on attendance records, commitment to work and appropriate behaviour. If the decision is made to withhold payment for a particular week/month, the student will be notified by text or email. Where attendance targets have not been met, payment will be withheld for the particular week/month concerned, so the monthly payment may be reduced, for example, by one week, if absence was during a single week only in that period. If the student is unsure why payment has been withheld, or feel that the withholding of payment is unjustified then they should talk in the first instance to the Head of Year at the College. If the matter is resolved satisfactorily and payment can be authorised, payment will be reinstated. The student must appeal against non-payment within two school weeks of the payment being declined, as payments will not be back-dated after that period.

### **Complaints procedure**

If students have any complaints about payments under the Bursary Scheme they should contact the Director of 6<sup>th</sup> Form in the first instance. If they do not feel that the issue has been resolved to their satisfaction, they should contact the 6<sup>th</sup> Form Office in writing outlining their concerns. All appeals must be made within two school weeks of the decision being made, as decisions will not be back-dated after that period. If a student is still not happy with the outcome of the appeal, recourse may be made through the normal College complaints process.

As the bursary agreement is with the student, the College reserves the right to only discuss information with the student concerned, but may agree to discuss the arrangements with the student's parent(s)/guardian(s) with the express authorisation of the student.