



TRING SCHOOL

16 – 19

Bursary Fund Information

PLEASE READ THIS BOOKLET PRIOR TO COMPLETING YOUR APPLICATION

16-19 Bursary Fund Policy 2011/12

What is the 16-19 Bursary Fund

The fund is made available from the government through its funding body - Young People's Learning Agency (YPLA) for 16-19 year olds - to provide assistance to students whose access to, or completion of, education is inhibited by financial constraints or barriers. The new Bursary Scheme for 16 – 19 year olds has been put in place as a partial replacement for Education Maintenance Allowance (EMA), though it will receive substantially less funding than EMA.

The scheme is made up of two parts:

- Those most in need will be eligible for a bursary of £1,200 a year. This includes young people in care, care leavers, young people receiving income support, and disabled young people receiving both Employment Support Allowance and Disability Living Allowance. This bursary is referred to as the 'full' bursary
- Other students who need financial support to help them to stay in education or training may also be able to claim a bursary to help with costs of transport, food, equipment or other course-related costs. This bursary is referred to as a 'discretionary' bursary.

Who is eligible to apply for 16-19 Bursary Funding?

Students following government (YPLA or SFA) funded full time or part-time courses, who are at least 16 and under 19 years of age on 31/08/11, fulfil the residency criteria and satisfy one or more of the following criteria:-

- Students who are in care, are leaving care, are in direct receipt of Income Support or are disabled and in receipt of both Employment Support Allowance and Disability Living Allowance
- Students who are economically or socially disadvantaged and at risk of not taking up or continuing in their education. This group includes students with physical or other disabilities, medical conditions and/or learning difficulties
- Students who have been in care, on probation, are young parents or are otherwise considered at risk
- Students who are asylum seekers
- Students who are Refugees (who will have access to 16-19 Bursary Funding if they are in receipt of supportive evidence from DWP)
- Students who are lone parents

Residency qualifications

Please refer to paragraphs 31 to 42 of the YPLA funding guidance regulations at http://readingroom.lsc.gov.uk/YPLA/ypla-Funding_Guidance_Regulations_2011-12_gn-Jul11-v1.pdf

Proof of income

Proof of income will be required to support this application and could include:

- Certified letter from the LA regarding Free School Meals
- certified letter from the DWP

- P60 (additional evidence will also be required)
- Self Employment Income evidence
- Other means tested certification

How will Tring School assess applications and allocate 16-19 Bursary funding?

The 16-19 Bursary Fund is a limited fund and the school will prioritise allocation. There will be 3 priority groups, categorised as high, medium and low. Students who are eligible for any level of funding should complete an application form and hand it to Mrs Davis in the Finance Office as soon as possible, but please refer to the section on deadlines . A Bursary Fund Committee will meet to consider applications at all levels. Students who are deemed eligible should be aware that to continue to receive a bursary/funding:

- There must be no unauthorised absences during the school day
- There must be an acceptable level of behaviour
- There must be an acceptable level of achievement and attitude to learning

The Bursary Fund Committee

The Bursary Fund Committee will normally meet once per term (November, February and May) to consider and review applications. Emergency meetings will be arranged if necessary.

The Bursary Fund Committee will consist of Mrs S Ambrose (Assistant Headteacher), Mrs H Golla (Head of Sixth Form) and Mrs K Davis (Finance Manager).

Learners and their parents/carers should understand that the available fund is limited and that the school is free to determine the scale of discretionary bursaries and the frequency of payments for all awards. It is vital that the School is able to verify that "best value" is being obtained and will frequently look to make awards "in kind".

Any appeals against decisions can be made to the Chair of Governors, via the Clerk to the Governors who will follow the school's complaints procedure.

EMA update

The following information applies to students aged 16 to 18 on 31st August 2011 taking a full-time further education course in 2011/12.

If you received EMA in 2010/11 and will be on a full-time course in 2011/12, you may continue to receive it until the end of the 2011/12 academic year.

If you first received EMA in 2009/10, you will continue to receive EMA at the same rate (£10, £20 or £30 per week).

If you first received EMA in 2010/11 and were getting the highest rate of £30 per week, you will continue to get EMA next year but your weekly payments will be reduced to £20.

If you first received EMA in 2010/11 but were getting the lower weekly rates of £20 or £10, you will not get EMA in 2011/12. However, you may still be able to get financial help through the 16-19 Bursary Fund

Financial support for 6th Form Students in 2011/12

The following information applies to students aged 16 to 18 on 31st August 2011 taking a full-time further education course in 2011/12.

We will be operating three levels of bursary funding: High, Medium and Low priority groups.

Full Bursary of £1200 (High priority group)

The government has announced that some students will be entitled to a grant or bursary of £1200* next year. You could get this if you are in one of the following categories:

- You are living in care, or have recently left living in care
- You, the learner, are receiving income support
- You, the learner, are disabled and receiving both Employment Support Allowance and Disability Living Allowance

Payments will be made on a termly basis (i.e. 3 times a year) - £400 in term 1, £400 in terms 2 and £400 in term 3. Payments will be subject to review by the Bursary Fund Committee.

If you think you are eligible for this £1200 bursary, please complete the main application form and appendix 1.

**If you are eligible for this and the continuing EMA scheme, you will receive this bursary instead of the EMA - you will not be able to claim both.*

Discretionary Bursary up to £800 (Medium priority group)

You could receive this level of funding if:

- You have a gross annual household income of below £20,000

OR

- You are in receipt of Free School Meals

OR

- Your household is in receipt of other income based means tested benefits.

If you think you are eligible for up to £800 per annum support, please complete the main application form and appendix 2 as you may be eligible for a contribution towards specific educational purposes as detailed below (receipts will be required):

Payments will be made on a termly basis (i.e. 3 times per year). Maximum of £300 in term 1, maximum of £250 in term 2 and maximum of £250 in term 3. Payments will be subject to review by the Bursary Fund Committee and will depend on the number of successful applicants.

Discretionary Bursary up to £200 (Low priority group)

You could receive this level of funding if:

- You have a gross annual household income of between £20,000 and £25,000
- OR
- You have an identifiable financial need and do not fall into high and medium priority groups

If you think you are eligible for up to £200 per annum support, please complete the main application form and appendix 3 as you may be eligible for a contribution towards specific educational purposes as detailed below(receipts will be required):

Those in the Low priority group will be considered for funding based on the school's allocation and subject to available funding after those in the High and Medium priority groups have been awarded. Payments may not be made until after 31 December 2011.

Payments will be made on an as needed basis after consideration by the Bursary Fund Committee.

The following are examples of areas of support that may be relevant to students and the way in which support may be provided. It should be noted that any allocation would only be made on receipt of completed registration and request for discretionary bursary funds documentation.

Area of support	How support may be provided if a Discretionary Bursary is approved
Books and equipment	Books and/or equipment may be purchased on your behalf (or allocated free of charge) by the school and provided for your sole use whilst you are enrolled on a course of study. At the completion of your study, you would be expected to return books to the school for use by future students. As such, books and/or equipment should be well looked after. Alternatively, the cost of books and/or equipment may be reimbursed on production of receipts.
Travel to and from school	Where possible, support would be provided through the purchase of travel passes/tickets on your behalf or a contribution made towards travel costs. In some circumstances, it may be necessary to allocate money to a student to be used for travel.
Field trips and additional course costs	A proportion of the cost of field trips or other visits required to be undertaken by a student could be deducted from the total amount charged for a trip or visit.

Travel to universities for Higher Education interviews	Travel costs will only be covered for university interviews where these form an essential part of the selection process. Travel costs will be reimbursed on production of receipts or at an agreed mileage rate.
Examination fees (including entrance examinations where relevant)	Where it is necessary for a student to sit examinations, for example university entrance tests, the examination fee/proportion of the fee could be paid directly by the school. Fees for public examination resits would not be covered.
UCAS application fee	The fee for making an application though UCAS may be borne by the school in certain circumstances.
Clothing for school (in extreme circumstances only)	A small allowance may be allocated to a student for the purchase of clothing, but only in extreme circumstances.
Costs of extra-curricular activities (only when these are directly relevant and essential)	A contribution towards the fees for attending extra-curricular activities may be covered by the school, but only when these are shown to be directly relevant to a course of study and it is considered essential for a student to take part in these.
Other costs that directly support attendance at school	There may be other examples of where an allocation may be made. These will be assessed on an individual basis, based on information provided by the applicant.

Payment

Payments will be made by cheque

Payment is conditional on you meeting the agreed standards relating to attendance, behaviour and progress in your studies. As detailed above

Deadlines

If you qualify in the high priority category, you will receive a payment for each academic term for the academic year 2011/12 from the point at which your application is received by the school. There will not be any back payments.

For the Autumn Term 2011, applications must be received no later than **10 November 2011**.

If you miss this deadline you may still apply for support in the Spring Term of 2012. This form must be returned by **10 February 2012**.

If you miss the Spring Term deadline, you may still apply for the Summer Term 2012. The form must be returned by **10 May 2012**.

Data Protection Act 1998: The information you give on this form, together with any supporting documentation will be used by the school for the purposes of processing your application. Your personal details will be safeguarded and will not be divulged to any other individuals or organisations for any other purposes.