



The Nicholas Hamond Academy

16 – 19 Bursary Fund Policy 2017-2018

Date of introduction: December 2016

Date of Review: September 2017

Date of Next Review: September 2018

Signed Associate Principal

Date

Signed Chair of Governors

Date

Member of staff responsible: Ms. E. Dove

Each year, the Government allocates funds to the Academy so that we can enable young people who need financial support to stay in education. This is called the '16 – 19 Bursary Fund'.

Types of Bursary

There are two types of bursaries available, a 'Vulnerable Bursary' and 'Discretionary Bursary'.

Vulnerable Bursary	Discretionary Bursary
<p>£1,200 in total.</p> <p><i>Payment is in six half-termly instalments of £200, which are transferred directly into a student's bank account.</i></p>	<p>Amount awarded varies - an individual's circumstances are taken into account. Amount is determined by the Bursary Panel.</p> <p><i>Payment is made directly into the student's bank account fortnightly in arrears. Payment is only released after attendance and other conditions are confirmed by the Head of VI Form Pastoral as met. Non-payments/withheld payments will be confirmed and justified in writing.</i></p>

Who can apply for a Bursary?

To be eligible for either bursary, a student must be:

- Be aged over 16 and under 19 at 31st August in 2017
- Meet residency criteria
- Attend a registered provision that is subject to quality assurance by OFSTED and is funded by the Education Funding Agency
- Attend the VI Form for 100% of lessons and be punctual to the Academy- the exception being incidences of illness or absence agreed in advance with the Head of VI Form Pastoral e.g. for a University Interview
- Fully meet the behaviour expectations set out in the VI Form Behaviour Contract

In addition to these general criteria, students must also be able to evidence/prove that they meet the Bursary specific criteria set out below:

Vulnerable Bursary Eligibility Criteria	Discretionary Bursary Eligibility Criteria
<ul style="list-style-type: none"> • in care OR • care leavers AND/OR • in receipt of Income Support or Universal Credit in place of Income Support in their own right OR • in receipt of Employment and Support Allowance or Universal Credit or Disability Living or Personal Independence Payments, in their own right <p><i>VI Form staff will actively seek to identify students who are eligible for a Vulnerable Bursary to be sure these students receive their full entitlement.</i></p>	<ul style="list-style-type: none"> • be in receipt of free school meals AND/OR • be from a household with an annual income of £16,190 or less

The Application Process

To apply for either type of bursary, students should complete a ‘Bursary Application Form’. The Head of VI Form Pastoral holds these forms and will discuss with the student the types of evidence they will need to provide to prove eligibility.

The completed Application Form and supporting evidence will then be checked by the Head of VI Form Pastoral – all supporting evidence is treated in strictest confidence.

Your application will then be reviewed by the ‘Bursary Panel’, which consists of: a Vice Principal, Academy Finance Administrator and Head of VI Form Pastoral. It is this panel that makes the decision to award.

If accepted, payment will then be made directly to the student.

NOTE: failure to continue to meet the conditions/eligibility criteria for the Bursary awarded will result in payment being withheld. The student is responsible for informing the Academy of changes in circumstances that affect their eligibility. If payment is withheld, the student will receive notification and justification in writing. Students can appeal against a payment being withheld. The student (not a parent/carer) within a week of receiving the written notification should write to the Head of VI Form Pastoral explaining why the payment should have been made. If the decision not to pay is upheld, the student may then contact the Bursary Appeal Panel through the Academy’s Principal.

Students who wish to appeal against the decision of the ‘Bursary Panel’ can do so to the ‘Bursary Appeal Panel’, which comprises the Associate Principal, Head of VI Form and a Governor. Students or, where appropriate parents, wishing to appeal should contact the Associate Principal in the first instance.



The Nicholas Hamond Academy
16 – 19 Bursary Fund Application 2017-2018

Please read The Nicholas Hamond Academy 16 -19 Bursary Fund 2017/18 Policy before completing this form.

Student Details

Surname	
Forenames	
Address	
Postcode	
Date of Birth	

Level Required – Please tick which level of payment you are applying for:

Level 1 – Vulnerable Learner - students eligible for £1,200.00 Bursary	
I am in Care	
I am a care leaver	
I am in receipt of Income Support or Universal Credit	
I am in receipt of both Employment Support Allowance and Disability Living Allowance or Personal Independence Payments	

Level 2 – Hardship Bursary - students eligible for a weekly discretionary Bursary	
I am in receipt of Free School Meals	
My total household income is less than £16,190.00	

Household Income

(Information required for Level 2 applications)

Please include original documentation with this form. All evidence will be copied and dealt with in the strictest confidence. Please DO NOT send original documentation in the post. Students should bring documents to the Finance and HR Office and ask for Mrs Lock. Original documents will be returned safely ASAP.

My total household income is:	£
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Please tick the supporting documentation provided. Please provide original documents – copies cannot be accepted. Originals will be returned safely.

Level 1 Applications must provide letters of evidence	
Level 2 Applications - please provide the following:-	
I. Evidence of Benefits – e.g. letters from DWP	
II. P60 (Tax year ending April 2015)	
III. Tax Credit Award (current year)	
IV. Evidence of Self Employment income (current year & year ending April 2015)	

Bank Account Details

(Required for Level 1 and Level 2 applications)

Where bursary payments are made to a bank account, they must only be made to the students' bank account. You must attach an original bank statement or letter from your bank or building society that shows your name, sort code, account number and home address.

Copies will be retained for the academy records and the original documents will be returned to you by hand. Copies will be held in a secure location and will be confidential.

Student Bank or Building Society details

Full name of account holder (this must be how it appears on your cash or debit card or statement)	
Name of Bank/Building Society	
Branch	
Sort Code	
Account Number	

Finance Office use only	
Date application received	
Date application reviewed	
Supporting documentation provided, copied and returned	
Level of Bursary agreed	
Evidence of Bank Account	