



North
Kesteven
Academy

Think Excellence

16-19 Bursary Fund
Management
Statement
Academic Year
2020-2021

What is the 16-19 Bursary Fund?

The fund is a limited amount of money provided, each year, to approved educational establishments by the Government through the Education Funding Agency (EFA). It is only to be used to provide assistance to students whose access to, or completion of, education is inhibited by financial constraints. There are two types of bursaries, the Vulnerable Bursary and the Discretionary Bursary. Both are outlined in this statement.

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

To be eligible for the bursary during this academic year a student must be aged 16 or over, but under 19, on 31st August 2020. They must also be participating in educational courses that are subject to inspection by a public body (e.g. OFSTED). These courses will be publicly funded, accredited by Ofqual or on the ESFA list of approved qualifications for funding 14 to 19. The student must also meet the residency criteria in the ESFA funding regulations for post-16 provision and satisfy one or more of the criteria detailed in this statement.

Criteria and Payments for the Vulnerable Bursary.

The student must be a member of one, or more, of the following vulnerable groups and have a financial need:

- In care.
- Care leavers.
- Receiving Income Support or Universal Credit because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them such as a child or partner.
- Receiving Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right.

This is a **£1200** per annum bursary.

All students that are eligible for this bursary must maintain:

- no unauthorised absences during the school day
- acceptable levels of behaviour and progress

Payments will be subject to review by the Bursary Fund Committee.

Payments are made directly to the student for this type of Bursary and are made, with the exception of Term 1, on or before the second week of each term. Term 1 payments are made on the fourth week to give students' time to apply.

Applications received after week three of term 1 will be paid pro rata.

Criteria and Payments for the Discretionary Bursary

A student may be eligible for the Discretionary Bursary if they are in one, or more, of the following categories:

- There is a household income below £30,000 and there is an identified need for financial assistance. The identified need can be linked to:
 - Number of dependants in the house.
 - Single parent with no financial support from the other parent/s.
 - Student estranged from parents.
- They are in receipt of Free School Meals

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

Household & Learner Income Bands	BAND Reference	Possible annual support allowances for students
Less than £18,330	A	Up to £1000
£18,331 - £20,550	B	Up to £750
£20,551 – £24,977	C	Up to £500
£24,978 - £30,000	D	Up to £250

All students that are eligible for this bursary must maintain:

- no unauthorised absences during the school day
- acceptable levels of behaviour and progress

NOTE: Payments will be subject to review by the Bursary Fund Committee. The amount quoted for annual support is not guaranteed. It will depend upon the number of students applying for the Bursary and their identified needs for financial assistance.

Payments are made directly to the student for this type of Bursary and are made, with the exception of Term 1 on the second week of each term. Term 1 payments are made on the fourth week to enable students to apply.

Applications received after week three of term 1 will be paid pro rata.

How the 16-19 Bursary allowance is managed

The 16-19 Bursary can only be used to assist with anything and everything that a student needs to continue with their education. The following information is used by the Bursary Funding Committee to help manage the bursary allowance allocated to the student.

This table shows the percentage of the cost that the Bursary will help to fund, taking into account the total allowance listed previously. These percentages are to help students spread their Bursary support throughout the year.

Bursary Types	Vulnerable Bursary Allowance	Discretionary Bursary Allowance Band			
		A	B	C	D
Total Cost Assistance	Within allowance	Up to 100%	Up to 80%	Up to 60%	Up to 40%

Transport assistance – Discretionary Bursary

Information regarding Post 16 school transport is available on the Lincolnshire County Council web site, see link below, or by telephoning 01522 782020.

<https://www.lincolnshire.gov.uk/roads-transport/apply-post-16-transport>

All students should (where possible) apply for post 16 transport through the Lincolnshire County Council and provide the Academy with the reference number so that we can pay an agreed amount to help enable the transport pass/season ticket to be delivered to them. Where possible the payment will be made directly to the Lincolnshire County Council.

Any student that cannot use transport arranged in this way will need to put in writing the reasons why not along with evidence of the researched payment options for their transport requirements, if any. The school may purchase a season ticket or decide to pay a travel allowance directly to the student so that they can pay daily/weekly as required. This allowance may not cover 100% of the cost, depending on the bursary band allocated and other commitments made on the individual's allocated allowance.

School trips assistance – Discretionary Bursary

Eligible students will have a percentage of the trip costs paid for them. The student should have their parent/carer sign the permission slip for the trip and then take it to the Bursary Administrator to arrange the necessary Bursary transfer within the Academy.

Equipment and resources assistance

Where possible all items, including books, etc. will be purchased by the Academy and be loaned to the student. In this instance the cost of the item will therefore not be taken out of the student's individual Bursary Allowance. The item must not be damaged or marked in any way or the student may be charged for a replacement.

If there is a need for a student to have a personal item they will need to complete a "Discretionary Bursary Personal Requisition" form where they will be able to provide reasons and evidence as to why the item is required. The Bursary allocation towards the cost of this item would come out of the student's personal allowance and the Bursary Funding Committee will assess each request on an individual basis. The Committee reserves the right to request further evidence of need and the right to refuse a request.

Consumable resources assistance – Discretionary Bursary

This is a payment that is made directly to the student each term and is to assist with items such as pens, paper, etc.

Discretionary Bursary Consumables Allowance				
Band	A	B	C	D
Termly allowance	£5.00	£4.00	£3.00	£2.00
Deduction from annual allowance	£30.00	£24.00	£18.00	£12.00

Food assistance – Discretionary Bursary

This is a payment that is made directly to the student each term and is to assist with ensuring they are able to eat and drink during the school day. The decision to make this payment directly to the student is so that Bursary students attending North Kesteven Academy cannot be stigmatised by only being able to purchase food on site while other students are permitted to leave the site at break and lunch times.

Discretionary Bursary Food Allowance				
Band	A	B	C	D
Daily allowance	£2.30	£1.84	£1.38	£0.92
Deduction from annual allowance	£439.30	351.44	263.58	175.72

Clothing assistance – Discretionary Bursary

Students must comply with the dress code while studying at North Kesteven Academy. Taking into account that all personal clothing will be suitable for the student to wear when not attending the academy the Bursary Fund Committee has developed the following list as a reasonable maximum allowance for individual items. The amount that the Discretionary Bursary will contribute is still dependant on the percentage permitted by the band allocated and the individual allowance available to the student.

Receipts for all items must be provided.

Clothing Item	Maximum cost supported
Winter Coat	£30
Rain/Summer Coat	£20
Jeans/trousers/skirt/dress	£20
T-Shirt/ top	£15
Shirt/blouse	£15
Jumper/cardigan	£15

Payment reductions

All payments will be subject to review and may be reduced or stopped if attendance, behaviour or progression are deemed unsatisfactory.

All students are required to keep the academy informed of any planned absences prior to them taking place and make daily contact regarding any illness, etc. The students' attendance will be reviewed each term, prior to payment being made, and any unauthorised absences will generate a deduction in the payment. The deduction will be a percentage equal to the percentage of unauthorised absences. The attendance review will begin during term 2. Students are able to see their attendance information from their EPraise home screen and should see the Sixth Form Administrator as soon as possible if there are any anomalies.

Teachers assess the students' progress regularly throughout the year. Whenever this has been done the progression will be reviewed by the Bursary Administrator prior to the next payment and if a course is found to be requiring improvement a 10% deduction in payment will be made per course that is in need of improvement.

Payments will be made during the second week of each term, but the review of attendance, behaviour and progress will be made during the first week of each term.

Students on the Discretionary Bursary must remember that their personal allowance may be subject to change. This is a limited fund and if a large number of students apply for the Bursary the personal allowance may need to be reduced in order to provide assistance to those with the greatest financial need.

When to apply

Applications to the 16-19 Bursary can be made at any time once a student is registered as attending North Kesteven Academy. The allowances mentioned in this statement will be available pro rata. For example if a student's financial circumstances change half way through the year so they become eligible for a Bursary they will be entitled to up to 50% of the amounts stated.

Bursary entitlements will only be calculated from the time an application is received. No back payments will be made.

The 16-19 Bursary allowance provided to the academy must last for the academic year. Students must apply for the Bursary every year that they are eligible and enrolled at the academy.

How to apply

Both types of bursary application form are readily available for students to collect. They are kept in the display rack near the Sixth Form Common Room.

Simply collect the appropriate form, fill it in, supply the required evidence and submit everything to the Bursary Administrator.

Within two weeks of receipt of the application the Bursary Administrator will have reviewed and contacted the student if there are any issues. If there are no issues the student will receive a contract to be signed by themselves and their parent/carer and will receive a payment when it is next due. Emergency payments may be available if required.

Changes in circumstance

If a student's financial circumstances change for the better or worse they must inform the Bursary Administrator immediately in writing. Their eligibility for the Bursary will be recalculated as required.

Failure to do so could lead to the student facing prosecution and the Academy taking steps to recover payments that the student is not eligible for.

Appeals

Any student wishing to appeal against the level of Discretionary Bursary Allocated should do so in writing within two weeks of receiving the letter of allocation. Appeals should be submitted to the Bursary Administrator and it is expected that additional evidence to support the funding request will be supplied.

The Bursary Fund Committee

The North Kesteven Bursary Fund Committee will normally meet three times per year to review and consider the application process, the financial status of the 16-19 Bursary, any further spending necessity and any actions other required.

These meetings will be held in September, March and June.

Emergency meetings may be called when necessary. All meetings will be held during term time and are to ensure that the Bursary Statement is being applied effectively and that all students proven to have a need are accommodated.

Contingency Fund

North Kesteven Academy will need to reserve 20% of the 16-19 Bursary amount allocated (including a 5% administration fee). This contingency fund is to take into account changes in circumstance and ensure that requests for funds from students with a proven need can always be accommodated.

This 20% will be reviewed in term six and decisions as to its usage to support the students most in need will be made taking into account the number of applicants in each band and bursary type.

It cannot be used to provide resources to students in general. It can only be used to support those that are eligible for the 16-19 Bursary at North Kesteven Academy.

Government Guidance

The information in this Bursary Management Statement is subject to Government regulation decisions and is therefore subject to change.

The North Kesteven Academy 16-19 Bursary Management Statement has been devised after reading the Government guidelines provided on line.

<https://www.gov.uk/guidance/16-to-19-bursary-fund-guide-2020-to-2021-academic-year>