



ILFRACOMBE ARTS COLLEGE

POLICY FOR THE ADMINISTRATION OF THE

16-19 BURSARY FUND

2012 - 13

Purpose

To provide the principles by which all young people in post 16 education at Ilfracombe Arts College will have equality of access to financial support through the 16-19 Bursary Fund. This guidance should be read in conjunction with the national YPLA Guidance (see useful links below).

Types of Support Available

The 16-19 Bursary Fund has two elements:

1. **Guaranteed award for vulnerable Learners:** Young People in Care, Care Leavers, Young People in receipt of Income Support and Disabled Young People in receipt of Employment Support allowance who are also in receipt of Disability Living Allowance will be eligible to receive a bursary of £1200 a year.
2. **Discretionary Awards** targeted towards Young People facing financial barriers to participation, such as the cost of transport, meals, books and equipment.

Guaranteed Awards

The most vulnerable Young People will be eligible for a bursary of at least £1200 (pro rata for courses lasting less than 30 weeks a year).

The payment method used for this bursary is at the discretion of the College but ideally will be arranged to best meet the individual learners need and circumstances. For example, via 'in kind' payments, regular transfers into student's personal bank account or a combination of both. This will be agreed with the learner.

The College is responsible for identifying Young People who are eligible for this payment. Written confirmation of the young person's looked after status or evidence of receipt of the above benefits will be needed to support the payment of a Guaranteed Award.

Discretionary Awards

In administering the discretionary element of the fund the College will adhere to the following principles to ensure that (a) all learners receive a similar level of support regardless of the learning provider they choose; and (b) so that the College does not use the bursary fund to seek to gain a competitive advantage in recruiting young people. YPLA Guidance makes it explicit that the 16-19 Bursary Fund should not be used for expenses such as block subsidy of canteens or block subsidy of transport and all support must meet the needs of a particular individual.

Due to the limits placed on budgets, in order to have the greatest impact on learners, Discretionary Awards will be targeted at those who are facing the greatest financial hardship. The following priority groups will be used to manage applications:

Priority Group 1: Learners in receipt of Free School Meals

Priority Group 2: Learners who may not be in receipt of Free School Meals but who are from a low income family who receive one the following state benefits:

- Income Support
- Income-based Jobseekers' Allowance
- Employment Support Allowance (Income Related)
- Support under part VI of the Immigration and Asylum Act 1999
- Guarantee Element of Pension Credit
- The **maximum** level of Working Tax Credit(WTC)
- Child Tax Credit if it is the **only** benefit received and where annual income, as assessed by the Inland Revenue, does not exceed £16,190.

Evidence of one of these benefits will be required to support applications to the 16-19 Bursary Fund.

Satisfying these eligibility criteria can not guarantee funding to any learner, and providers will need to consider other factors including the purpose for which funding support is requested and the budget available. Discretionary Awards will only be used to help learners meet costs related to participation in their individual course of study, for example transport, books, equipment, materials, essential trips, meals whilst attending their course etc.

A list of essential costs that learners are expected to meet when following each particular course of study will be drawn up by the College and will be referred to when considering an application. In this way, an application to the Bursary Fund is easier to administer fairly.

Administering the Fund. Arrangements for application and appeal.

1. Opening and closing points for applications to the Bursary Fund

Application forms to be available on GCSE results day and from the Sixth Form office at the start of term. Applications will be received from September 1 until the September 30. Students who register at the College after this date and who are eligible to apply can do so and will be considered for a bursary if contingency funds allow.

2. Decision making and appeals processes

Applications will be heard by a panel consisting of the Head of Sixth Form, the Pastoral Co-ordinator for the Sixth Form and a Governor. Appeals will be considered by the Assistant Head Teacher with responsibility for Sixth Form. Complaints will be dealt with in line with normal College procedure.

3. How decisions will be communicated to Young People and their families

Students and their families will receive information about their application by letter no later than half term. All documentary evidence will also be copied and returned by this date. Copies to be kept securely in files.

4. Payment mechanisms

Where payment is in cash the monies will be paid either directly into the student's own bank account or by cheque. A proforma giving details of the students name and account will be drawn up to facilitate this. All other assistance will be 'in kind' and will be given as and when appropriate. For example, text books and equipment will be ordered and issued by the College at the start of the course; trips will be paid for when appropriate.

5. Attendance and behaviour conditions

Bursary assistance will cease if the student fails to meet 100% attendance at both registration and lessons and if their Attitude to Learning Grade falls below a 4. Medical appointments, driving lessons etc should not be arranged during the College day. If a student is ill or for a legitimate reason cannot attend College then a written note from a parent or carer is required to explain the absence. Performance and attendance will be assessed at six points during the year to coincide with the College's Data Entry points.

6. Policy on Fraud

Any incidences of suspected fraud will be reported to the police.

7. Administrative procedures

The College will have administrative procedures that record bursary applications and awards (including the number, value, purpose, whether awarded or not and brief justification) so that all YPLA audit and reporting requirements are satisfied.

Withholding of Funds and Budgeting

The College will retain 10% of the Fund as contingency to meet the needs of learners who may face financial hardship during the academic year.

This may be for learners who move into the "vulnerable" group during the academic year, changes in learners' circumstances or learners who start mid-year.

Useful Links

YPLA Bursary Fund web-page

<http://www.ypla.gov.uk/learnersupport/16-19-bursary/>

Bursary Fund Guide

http://readingroom.lsc.gov.uk/YPLA/ypla_16-19_Bursary_Fund_Guide_for_2011-12-gn-Jun11-v1.pdf

Q and A for providers

http://readingroom.lsc.gov.uk/ypla/16-19_Bursaries_Provider_QA_v2_30Jun11.pdf

Q and A for Young People and Parents

http://readingroom.lsc.gov.uk/YPLA/ypla-16-19_Bursary_Fund_QA_for_Young_People_and_Parents-br-Jun11-v1.pdf

Transitional Arrangements Guide (for students previously on EMA)

http://readingroom.lsc.gov.uk/YPLA/ypla_16-19_Bursary_Fund_Guide_for_2011-12-gn-Jun11-v1.pdf

Association of Colleges Administration Advice

<http://www.aoc.co.uk/>

DCC Post 16 Transport Policy

http://www.devon.gov.uk/index/learningschools/getting_to_school/school_transport.htm