



**Tollbar MAT**  
Family of Academies

**BURSARY POLICY  
2018-2019**

**NOVEMBER 2018**

## **16 to 19 Bursary Statement**

Tollbar MAT Sixth Form College recognises that some students, particularly those from lower income households, face additional barriers when moving on to Further Education. The Government Bursary Scheme is designed to help the most vulnerable 16-19 year olds in full-time education, enabling them to fulfil their academic potential.

The 16-19 Bursary Fund has two elements:

1. **Vulnerable Bursary** - Students in care, care leavers, students in receipt of Universal Credit/income support and disabled students in receipt of Employment Support Allowance, who are also in receipt of Disability Living Allowance, will be eligible to receive a Bursary Award of £1,200 a year.
2. **Discretionary Bursary** - The Academy can make awards to students depending on their needs and circumstances. Bursary Awards are targeted towards students facing financial barriers to participation - such as the costs of transport, meals, books and equipment.

**Students may be entitled to a Discretionary Bursary Award if they meet any of the following criteria:**

- To be eligible to receive a bursary in the 2018 to 2019 academic year a student must be aged 16 or over but under 19 at 31 August 2018.
- To be eligible to receive a bursary in the 2018 to 2019 academic year a student must satisfy the residency requirements in the ESFA Funding Guidance.
- Students who can provide evidence that their current gross household income is less than **£18,000**.
  - Evidence should be dated within the last 3 months of the application and a copy of the evidence will be retained by Tollbar Multi Academy Trust for 6 years as required by the EFSA requirements. This information will only be shared with the EFSA as part of their compliance monitoring.
  - Examples of evidence:
    - Payslip or P60
    - Benefits statements from a government department or local council
- Students who live more than 25 miles from the College.

In exceptional circumstances, if an individual fails to meet any of the above criteria, but feels they might qualify due to an individual situation, the College can be approached and a Bursary Award granted at the discretion of the College.

**Students entitled to receive a Bursary Award must also meet the following requirements:**

- Have 100% attendance for the given week. If a student is absent for any reason it must be authorised by a parent/carer meeting the College's attendance criteria. If students are on holiday for any part of a week, or have unauthorised absence during any part of a week, they will not be awarded payments for the given week.

- Meet the full requirements of the expectations set out in the student Academic and Social Contract.
- Meet all deadlines for work set by individual Curriculum Areas.

## **Applications**

An Application Form can be obtained from the Director of Sixth Form.

Students can apply for Vulnerable Bursaries at any time.

Discretionary Bursaries need to be applied for by 14 September 2018.

If students have any queries after this date, they should speak to the Director of Sixth Form.

## **Payment of Bursaries**

Bursary payments are paid to students on a monthly basis, and cannot be paid into another person's account, except in exceptional circumstances where a student is unable to administer their own account. If the student is in receipt of a bursary and cannot manage their own funds, Tollbar Multi Academy Trust will need to consider who will manage the bursary payments on the student's behalf.

## **Queries about Payments**

Queries about payments need to be directed to the Director of Sixth Form.

## **Eligibility**

If a student's circumstances change during the course of the academic year, they should speak to the College to determine whether they are eligible for the Bursary or not.

If a student is in receipt of a Bursary in Year 12, they will be required to provide evidence that they continue to meet the eligibility criteria at the start of Year 13.

## **Appeals**

If a student wishes to appeal the outcome of their application for a Bursary Award, they need to contact the Director of Sixth Form and follow the Academy's complaints procedure.

## **Fraud**

Tollbar Multi-Academy Trust is responsible for investigating instances of fraud relating to Bursary applications. If Tollbar Multi-Academy Trust finds evidence that misleading or fraudulent information has been knowingly submitted by a student or parent, resulting in the student receiving a Bursary Award they were not entitled to, payments will stop and a report will be made to the police.

## Defining 'in care' and care leavers

The 16 to 19 Bursary Fund defines 'in care' as 'Children looked after by a local authority on a voluntary basis (section 20 of the Children Act 1989) or under a care order (section 31 of the Children Act 1989) - Section 22 of the Children Act 1989 defines the term 'looked after child'.'

A 'care leaver' is defined as:

- a young person aged 16 and 17 who was previously looked after for a period of 13 weeks consecutively (or periods amounting to 13 weeks), which began after the age of 14 and ended after the age of 16; or
- a young person aged 18 or above who was looked after prior to becoming 18 for a period of 13 weeks consecutively (or periods of 13 weeks), which began after the age of 14 and ended after the age of 16

Foster care, including privately arranged foster care

- A young person placed with a foster carer by the local authority, including where the foster carer is on the books of an independent fostering agency, is classed as 'looked after'. They are in a defined vulnerable group ('in care') and eligible for help from the bursary for vulnerable groups.
- A child who is privately fostered (in other words, a private arrangement is made between the parent and the person who will care for the child) is not classed as a looked after child and is not eligible for the bursary for vulnerable groups.