16-19 Bursary POLICY

NETHERHALL MEAD

Policy Monitoring, Evaluation and Review

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Version	Date	Author	Summary of Changes:

Netherhall Mead Academy – 16 to 19 Bursary Fund Policy

1. Purpose

The 16 to 19 Bursary Fund is designed to support students facing financial hardship to continue in full-time education. This policy outlines the eligibility criteria, evidence requirements, and application process for bursary support at Netherhall Mead Academy.

2. Eligibility Criteria

Students must:

- Be aged 16–19 on 31 August of the academic year.
- Be enrolled in a full-time study programme at Netherhall Mead Academy.
- Meet residency requirements as set out by the ESFA.

3. Types of Bursary

Vulnerable Bursary: Up to £1,200 per year for students who are:

- In care or 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

Netherhall Mead will only pay a bursary to a vulnerable student if they have an actual financial need, despite their eligibility, therefore there is a possibility no award will be made.

To be eligible for the vulnerable bursary students must meet the criteria by receiving the specified benefits in their own name or fully meet the definition for in care/care leavers. Evidence will have to be supplied for example:
Written confirmation of the student's current or previous looked-after status from the Local Authority or a copy of the student's Income Support or Universal Credit award notice, held in the student's name along with other verifying documents.

Discretionary Bursary: Up to £1,200 per year for students who:

- qualify for free school meals
- have a household income below the threshold of £30,000.

Netherhall Mead may make a discretionary bursary award to help students with the cost of travel or to buy equipment. The decision will be based on a student's individual

circumstances and their actual financial need. This will vary from student to student and will depend primarily on their family household income, distance travelled to school and number of dependent children in the household. As evidence of household income, the school will ask to see the 3 most recent monthly Universal Credit statements, payslips and P60s.

Netherhall Mead welcomes applications from students where the household is being supported via lower income jobs.

Payments or purchases will be provided for actual participation costs.

4. Evidence Requirements

Applicants must provide:
- Proof of household income (e.g. Universal Credit statement, P60, payslips, benefit letters)
- A breakdown of actual participation costs (e.g. travel costs, equipment)
- Bank details for payments (if applicable)

5. Assessment and Awards

Awards are based on financial need and available funding.
Support may be provided in cash or in-kind (e.g. travel passes, equipment).
Awards are conditional on attendance.

6. Application Process

Students must complete a bursary application form and submit required evidence.
Applications are reviewed by the Bursary Panel.
Students will receive a written decision within 10 working days.

7. Terms and conditions

Applications will have to be submitted by a specified date annually.

Applications may be accepted at a later point in a year if a student's circumstances change.

All applications will be treated with the strictest confidence.

Students who meet the criteria for bursaries for vulnerable groups are not automatically entitled to a bursary if they do not have financial needs and/or their financial needs are covered from other sources.

Students and/or their families will be asked to sign a declaration when they apply for help from the bursary to confirm that the evidence they have provided is correct and complete to the best of their knowledge and belief. Students and their families should be made aware that giving false or incomplete information that leads to incorrect/overpayment may result in future payments being stopped and any incorrectly paid funds being recovered. They should

also be informed that this might result in a referral to the police with the possibility of the student and/or their family facing prosecution.

Bursary funds must not be used to provide learning support, support extra-curricular activities or support general household incomes and as such will only be paid into a bank account held by the student.

The school reserves the right to pay bursaries in kind. For example, the school may purchase a bus pass or necessary equipment for a student. In these instances, the school can specify the student must return the purchased items at the end of their studies.

Where a bursary fund payment is appropriate, and it is not possible to make a payment in kind, payment will be made by BACS. Payments will be made by bank transfer.

7. Appeals

Students may appeal decisions in writing to the Assistant Principal within 14 days.