

## Administration of 16-19 Bursary Fund at Chew Valley School

### General

1. This guidance sets out the arrangements for administering the 16-19 Bursary Fund allocated to Chew Valley School. The Fund is administered in accordance with the EFA<sup>1</sup> 16-19 Bursary Fund - Guide which provides full details of the scheme.
2. “The Fund is designed to help support those young people who face the greatest barriers to continuing in education or training post-16” (EFA Guide)
3. The Fund will be used to award Discretionary Bursaries. These will be targeted towards those facing the most significant financial barriers to participation.
4. Receipt of a bursary will be conditional on the student meeting agreed conditions set by Chew Valley School (see section 20 below), in accordance with the EFA Bursary Guide.
5. Recipients must be under 19 on 31 August of the year of application for the Bursary and must be on an appropriate course and meet certain residency criteria (Further details in EFA Guide).
6. The scheme will be administered at Chew Valley School by the Sixth Form Administrator.
7. In its administration of the Bursary Fund, Chew Valley School will not discriminate against students on any basis as defined in current equalities legislation.

### Guaranteed Bursaries

8. These have a full-year value of £1,200. Young people in care, care leavers, young people in receipt of income support or universal credit and disabled people in receipt of Employment Support Allowance who are also in receipt of Disability Living Allowance or Personal Independence Payments, are eligible to receive a Guaranteed Bursary.
9. Payment of the Guaranteed Bursary is dependent on students meeting Chew Valley School’s stated conditions in section 20 below.
10. Payment will be made by EFA.
11. Students who are eligible for a Guaranteed Bursary must notify the head of sixth form or the 6<sup>th</sup> form administrator. Chew Valley School will make every reasonable effort to draw attention of students to the scheme and will accept letters of application for a Guaranteed Bursary. Applicants for Guaranteed Bursaries will be required to produce documentary evidence of their eligibility. Chew Valley School will advise the young people in question how to obtain this.
12. Where a student in receipt of a Guaranteed Bursary needs equipment or materials for a course, these should normally be paid for from the Bursary, unless such items are provided to other students on the course free of charge.

### Discretionary Bursaries

13. Funds permitting, Chew Valley School will make discretionary awards that best fit the needs and circumstances of its students to enable their studies - such as transport, books and equipment and other course-related costs such as essential course trips. Chew Valley School will make every reasonable effort to publicise the scheme and will adopt an application process which is clear and transparent.

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<sup>1</sup> EFA stands for Education Funding Agency

14. Chew Valley School will assess the young person's actual need for financial assistance, before awarding a bursary, taking into account the young person's household income. Learners with a total household income below £20,000, or who face exceptionally challenging circumstances, will be eligible to apply for a discretionary bursary. The available funds are limited and the school must target funds to the students with the greatest needs. Eligibility cannot therefore guarantee an award.
15. Applicants for discretionary bursaries will be required to produce appropriate proof of household income.
16. If financial circumstances change in the course of a year, so that a student is no longer eligible for consideration, a bursary may be withdrawn.

### **Applications for Discretionary Bursaries**

17. Most decisions about bursaries are likely to be made at the beginning of the Academic Year. A panel of Governors will make decisions for all applications received by the announced date in September, with a further decision point in October/November for late joiners/applicants.
18. Thereafter, applications will be considered as they arise if urgent, or in the early New Year and around April/May, if any funds remain. Any unused funds (resulting for example from discontinued payments) will where practicable be pooled for re-allocation.
19. Chew Valley School will publicise details of the applications process on the school website.

### **Conditions**

20. Students in receipt of Guaranteed or Discretionary bursaries will be expected to comply with Chew Valley School's policies in respect of attendance (at least 95%), lateness and behaviour, and will be expected to demonstrate commitment to their course through completion of work and engagement in class activities. If a bursary student does not meet these requirements (reviewed termly) Chew Valley School will discontinue payment.

### **Payments**

21. Payments will normally be staged over the year, with the release of payments dependent upon the student meeting Chew Valley School's conditions.
22. In deciding the frequency and basis of payments Chew Valley School will take into account the purpose of the bursary (e.g. one-off or sustained support) and the young person's circumstances.

### **Availability of Funds**

23. The Bursary scheme is dependent on funds provided by the EFA, which are limited. These are unlikely to meet all needs. Discretionary awards will be made on the basis of Chew Valley School's assessment of need and priority.

### **Formal Agreement between Chew Valley School and student**

24. A student awarded a Guaranteed or Discretionary Bursary will sign an agreement with Chew Valley School undertaking to meet Chew Valley School's conditions, accepting the amount and basis on which it is to be paid, and undertaking to notify Chew Valley School of any change in his/her household circumstances.

### **Fraudulent Claims**

25. Where an application is found on investigation to have been made, or re-payment claimed, on the basis of false information, payment of the Fund may be discontinued. The individual concerned may be subject to disciplinary action and possible referral to external authorities. Chew Valley School may seek to recover any funds obtained.

## Decisions relating to the Scheme

26. Decisions to award bursaries, or to discontinue them, will be made by a panel of governors, on the basis of the information available. Their decision will be final.

Approved by:

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Headteacher

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Date

\_\_\_\_\_  
Chair of Finance Committee and Board of Governors

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Date