
16-19 STUDENT FINANCIAL SUPPORT FUNDING

PREFACE

Chiltern Hills Academy is a learning environment at the heart of its community. We promote the Christian values of honesty, respect, compassion, love, forgiveness, self-discipline and hope.

We are a community in which staff, students and parents/carers work collaboratively to develop a learning environment and organisation which is innovative, creative and exciting. All members of the Academy are motivated and inspired by its vision and ethos to give their best and to play a full part in its life.

This policy, and its associated procedures and protocols, is based on these key principles.

WHAT IS THE 16-19 SUPPORT FUND?

The fund is made available from the Government through its funding body, Education Funding Agency (EFA) for 16-19 year olds to provide assistance to students whose access to, or completion of education is inhibited by financial constraints or barriers.

WHO IS ELIGIBLE TO APPLY FOR 16-19 SUPPORT FUNDING?

Students following Government (EFA or SFA) funded full-time or part-time courses, who are 16 years and over and satisfy one or more of the following criteria:

- students aged at least 16 and under 19 years of age on 31/08/15 who are in care, are leaving care, are in direct receipt of Income Support or are disabled and in receipt of both Employment Support Allowance and Disability Living Allowance
- students who are economically or socially disadvantaged and at risk of not taking up or continuing in their education. This group includes students with physical or other disabilities, medical conditions and/or learning difficulties
- students who have been in care, on probation, are young parents or are otherwise considered at risk
- students who are asylum seekers
- students who are refugees (who will have access to 16-19 Bursary Funding if they are in receipt of supportive evidence from DWP)
- students who are lone parents.

WHO IS NOT ELIGIBLE FOR 16-19 BURSARY FUNDING?

Students under 16 years of age or over 19 years of age on 31/08/15

- Students who do not meet the residency qualifications
- Students who do not fulfil any of the criteria described above.

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RESIDENCY QUALIFICATIONS

To qualify, you will need to meet all of the residence requirements. Generally, on the first day of the academic year in which your course starts, you must:

- be a UK national or have 'settled status' in the UK (under the terms of the Immigration Act 1971)
- be 'ordinarily resident' in England
- have been 'ordinarily resident' in the UK, the Channel Islands or the Isle of Man for the three years immediately before starting the course and not wholly or mainly for the purpose of receiving full-time education.

Students who are settled in the UK may also be eligible if they have exercised a right of residence in the European Economic Area (EEA) or Switzerland before returning to the UK to study.

'Settled status' means that there are no immigration restrictions on how long you can stay in the UK.

You are 'ordinarily resident' in England if it is where you normally live, even if you live abroad on a temporary basis. If you move from England with your family overseas due to an armed forces posting you are also considered 'ordinarily resident' in England.

PROOF OF INCOME

Proof of evidence will be required to support this application and could include:

- certified letter from the LA regarding Free School Meals
- certified letter from the DWP
- P60 (additional evidence will also be required)
- Self Employment Income evidence
- other means tested certification.

HOW WILL THE ACADEMY ASSESS APPLICATIONS AND ALLOCATE 16-19 SUPPORT FUNDING?

The 16-19 Support Fund is a limited fund and the Academy will prioritise allocation. Chiltern Hills Academy has been allocated its funding based upon previous years' figures and so the amount allocated does not accurately reflect the need of the current Sixth Form, it is for this reason that bursary amounts are always stated as 'up to'. A high demand will result in the bursaries being reduced.

There will be three priority groups, categorised as high, medium and low. Students who are eligible for any level of funding should complete an application form and hand it to the Student Services Office as soon as possible after admission to the Sixth Form, in September. Students who are deemed eligible should be aware that to continue to receive funding:

- there must be no unauthorised absences during the school day (family holiday taken during term time counts as unauthorised absence, unless agreed with the Academy)
- they must maintain acceptable levels of behaviour and effort.

ALLOCATION OF THE GRANT

Each year a small emergency fund will be retained to enable discretionary allocations to be made. These will only be made in exceptional circumstances which impact on their ability to participate in their studies. (see Equality Act 2010). Surplus monies will be used to provide resources, transport, books and equipment to benefit those students entitled to the Support Fund.

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THE SUPPORT FUND COMMITTEE

The Support Fund Committee will normally meet three times per year (September, January and May) to consider applications and allocate funding. Emergency meetings may need to be called. The Committee is comprised of the Director of Sixth Form, the Vice Principal line manager for Sixth Form and the Second in Sixth Form.

The Director of Sixth Form will not make decisions about applications but may be approached to provide additional information about a student's circumstances, well-being, behaviour, progress and attendance in relation to an application.

Learners and their parents/carers should understand that the available fund is limited. Any appeals against decisions can be made to the Chair of Governors, via the Clerk to the Governors who will follow the Academy's complaints procedure.

FINANCIAL SUPPORT FOR SIXTH FORM STUDENTS IN 2016/17

The following information applies to students aged 16 to 18 on 31 August 2016 taking a full-time further education course in 2016/17.

We will be operating three levels of bursary funding: High, Medium and Low priority groups.

HIGH PRIORITY GROUP

The Government has announced that some students will be entitled to a grant or bursary of up to £1200* next year. You could get this if you are in one of the following categories:

- You are living in care, or have recently left living in care
- You, the learner, are receiving Income Support
- You, the learner, are disabled and receiving both Employment Support Allowance and Disability Living Allowance

Payments will be made on a termly basis (i.e. three times a year). For example - £600 in term 1, £300 in terms 2 and £300 in term 3. Payments will be subject to review by the Bursary Fund Committee.

If you think you are eligible for the high priority group bursary, please complete the main application form and appendix 1.

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MEDIUM PRIORITY GROUP

You could receive this level of funding if:

- You have a gross annual household income of below £20,000

OR

- You are in receipt of Free School Meals

OR

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

If you think you are eligible for up to £800 per annum support, please complete the main application form and appendix 2 as you may be eligible for a contribution towards the following specific educational purposes (receipts will be required):

- The cost of transport, essential course equipment, meals in school, course related trips, UCAS fee, travel to open days, course related sporting activities, uniform or other school resources
- Financial support towards childcare costs and examination resit fees if aged 19 or under on 31/08/14

Payments will be made on a termly basis (i.e. three times per year). For example a maximum of £400 in term 1, maximum of £200 in term 2 and maximum of £200 in term 3. Payments will be subject to review by the Bursary Fund Committee.

LOW PRIORITY GROUP

You could receive this level of funding if:

- You have a gross annual household income of between £20,000 and £25,000

OR

- You have an identifiable financial need and do not fall into high and medium priority groups.

If you think you are eligible for up to £200 per annum support, please complete the main application form and appendix 3 as you may be eligible for a contribution towards the following specific educational purposes (receipts will be required):

- The cost of transport, essential course equipment, meals in school, course related trips, UCAS fee, travel to open days, course related sporting activities, uniform or other school resources

Those in the low priority group will be considered for funding based on the Academy's allocation and subject to available funding after those in the high and medium priority groups have been awarded. Payments may not be made until after 31 December 2015.

Payments will be made on an 'as needed' basis after consideration by the Bursary Fund Committee.

This information is subject to final Government decision and the details may change.

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MONITORING AND EVALUATION

The Governing Body will monitor the operation and outcomes of 16-19 Support Fund arrangements.

The Principal will provide the Governing Body with a report on the operation of the Academy's 16-19 Bursary Fund policy annually. The report will not contain any information which would enable any individual to be identified. The report will include:

- The operation of the 16-19 Support Fund policy
- The effectiveness of the school's Support Fund procedures

The Governing Body is committed to ensuring that the 16-19 Support Fund process is fair and non-discriminatory and the following monitoring data should be included in the Principal's report because they represent the possible grounds for unlawful discrimination:

- race
- sex
- sexual orientation
- disability
- religion and belief
- age
- part-time contracts
- trade union membership.

The Principal will also report on whether there have been any appeals or representations on an individual or collective basis on the grounds of alleged discrimination under any of the categories above.

REVIEW OF THE POLICY

The Governing Body will review the 16-19 Support Fund policy every school year at the summer meeting of the Governors' Management Committee.

The Governing Body will take account of the Principal's report in its review of the Support Fund policy. The policy will be revised as required to introduce any changes in regulation and statutory guidance to ensure that it is always up to date.

DATE APPROVED		
REVIEW DATE		
SIGNED PRINCIPAL	PRINT NAME	MR K PATRICK
SIGNED CHAIR OF GOVERNORS	PRINT NAME	MR A BROWN

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16-19 BURSARY FUND APPLICATION

(Both learner and parent/carer forms are required plus the appropriate appendix form)

Prior to completing this form please read the guidance Financial Support information on page 3 of this document. Proof of entitlement must be included when the form is returned to the Principal.

LEARNER'S DETAILS

Surname/Family Name:	
First Names:	
Date of Birth	
Address	
Post Code	
Email address	
Home Phone	
Mobile Phone	

LEARNER'S BANK OR BUILDING SOCIETY DETAILS

To receive payments, you must have a bank account in your own name that will accept BACS payments. If you do not have a bank account, you need to open one before completing this form.

Name of Account Holder	
Name of Bank	
Branch	
Sort Code <i>(must be 6 digits)</i>	
Account Number <i>(must be 8 digits)</i>	
Roll Number <i>(Building Society Reference number)</i>	

I confirm that the details are true and accurate. I also accept that if I have any unauthorised absences throughout the school day or effort and/or behaviour falls below acceptable standards, funding may be removed.

Learner's Signature		Date	
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The application form and appropriate appendix needs to be handed to the Student Services office as soon as possible after admission to the Sixth Form in September

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16-19 SUPPORT FUND APPLICATION

(Both learner and parent/carer forms are required plus the appropriate appendix form)

Prior to completing this form please read the guidance Financial Support information at the back of this document. Proof of entitlement must be included when the form is returned to the Principal.

PARENT/CARER'S DETAILS

Surname/Family Name:	
First Names:	
Date of Birth	
Address	
Post Code	
National Insurance Number	
Home Phone	
Mobile Phone	
Household Income (Please attach required evidence to this application form)	

This application for assistance from the 16 -19 Bursary Fund is made under the priority group of:

High (Appendix 1 Form)		Medium (Appendix 2 Form)		Low (Appendix 3 Form)	
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(please tick one category and fill in the relevant form)

I confirm that the details on this application and the evidence provided are true and accurate.

Parent/carer's Signature		Date	
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The application form and appropriate appendix needs to be handed to the Student Services office as soon as possible, after admission to the Sixth Form, in September

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APPENDIX 1

APPLICATION FOR HIGH PRIORITY FUNDING – UP TO £1200 PER ANNUM

This form should be completed in addition to the main application form and should be submitted with appropriate evidence.

Full name: _____ **Date of birth:** _____

I wish to apply for High Priority funding under the following criteria (*please delete as appropriate*):

- I am living in care
- I have just left living in care
- I am in receipt of Income Support
- I am disabled and receiving both Employment Support Allowance and Disability Living Allowance

I attach to this form the following evidence to support my application (*please specify below*):

I confirm that the details on this application and the evidence provided are true and accurate.

Signed: _____ **(Learner)** Date: _____

Signed: _____ **(Parent/Carer)** Date: _____

Date application received: _____

Date reviewed by Committee: _____

To be completed by the Academy

Outcome: _____

The application form and appropriate appendix needs to be handed to the Student Services office as soon as possible, after admission to the Sixth Form, in September.

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APPENDIX 2

APPLICATION FOR MEDIUM PRIORITY FUNDING – UP TO £800 PER ANNUM

This should be completed in addition to the main application form and should be submitted with appropriate evidence.

Full name: _____ **Date of birth:** _____

I wish to apply for Medium Priority funding under the following criteria (*please delete as appropriate*):

- My gross household income is below £20,000
- I am in receipt of Free School Meals
- My household is in receipt of other means tested benefits

I wish to apply for support towards:

Specific need (i.e. transport)	Amount applied for	Total

I attach to this form the following evidence to support my application (*please specify below*):

I will be able to provide receipts for the above. I confirm that the details on this application and the evidence provided are true and accurate.

Signed: _____ (Learner) Date: _____

Signed: _____ (Parent/Carer) Date: _____

Date application received: _____

Date reviewed by Committee: _____

To be completed by the Academy

Outcome: _____

The application form and appropriate appendix needs to be handed to the Student Services office as soon as possible, after admission to the Sixth Form, in September.

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APPENDIX 3

APPLICATION FOR LOW PRIORITY FUNDING – UP TO £200 PER ANNUM

This should be completed in addition to the main application form and should be submitted with appropriate evidence

Full name: _____ **Date of birth:** _____

I wish to apply for Low priority funding under the following criteria (please delete as appropriate):

- My gross household income is between £20,000 and £25,000
- I have another identifiable financial need (please explain below)

I wish to apply for support towards:

Specific need (i.e. transport)	Amount applied for	Total

I attach to this form the following evidence to support my application (*please specify below*):

I will be able to provide receipts for the above. I confirm that the details on this application and the evidence provided are true and accurate.

Signed: _____ (Learner) Date: _____

Signed: _____ (Parent/Carer) Date: _____

Date application received: _____

Date reviewed by Committee: _____

To be completed by the Academy

Outcome: _____

The application form and appropriate appendix needs to be handed to the Student Services office as soon as possible, after admission to the Sixth Form, in September.