



POLICY

&

PROCEDURES

2011/2012

(For use by Students, Parents, Carers and staff)

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NORTH LIVERPOOL ACADEMY

16-19 BURSARY FUND

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1.00 INTRODUCTION

The Bursary Funds are paid by the Government to the Academy so that the Academy may provide financial help to students whose access to, or completion of education might be hindered by finances. The funds will be typically used for;

- Transport
- Books and Equipment – on production of receipts
- General Hardship
- Trips that are an essential part of the curriculum
- Other discretionary

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2.00 POLICY AIMS

To ensure that the fund is administered in accordance with Department of Education guidelines

To explain the roles and responsibilities of staff and students

To explain the application procedure

To explain the appeals procedure

To ensure that the Governing body receives appropriate reports on the administration of the fund

To describe the eligibility criteria and payment process

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3.00 DEPARTMENT OF EDUCATION/YPLA GUIDANCE

The Department of Education has allocated the Academy a fixed sum of money to the Academy to distribute for the 16-19 Bursary.

The full allocation will be distributed to the student's of the Academy. The Academy will not retain any administration costs.

Follow the link below to view the Government produced fact sheet on the bursary;

<http://media.education.gov.uk/assets/files/pdf/1/16-19%20bursary%20factsheet.pdf>

Follow the link below to view the Government issued bursary guide for 2011/2012

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

Follow the link below to view the Government issued bursary guide for young people and parents

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

Requests for paper copies of these guides/factsheets should be made to 6th form Learning Support Assistants.

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4.00 CRITERIA AND ELIGIBILITY FOR PAYMENT

4.10 YOUNG PEOPLE WHO ARE NOT ENTITLED TO APPLY FOR A BURSARY

Students are not entitled to both the EMA and Bursary Fund. (Those students who receive EMA and who are otherwise eligible to the Guaranteed Bursary may wish to choose to receive the Guaranteed Bursary if they would receive a higher level of financial support)

Students can not apply for a bursary if they are participating on higher education courses, waged apprenticeships or who have been released on a temporary license from prison or a young offender institution

Students who have been issued discretionary bursary funds and who have not subsequently provided the finance department with receipts that have been requested when the funds were issued

4.20 YOUNG PEOPLE WHO ARE ENTITLED TO APPLY FOR A BURSARY

4.21 GUARANTEED BURSARY

The Department of Education states that students in the following list (**Guaranteed Bursary**) will receive £1200 for the year based on enrolling on a full time funded course and that the Academy may then use their discretion (**Discretionary**) to make awards to other young people.

- Young people in care
- Care leavers
- Young people personally in receipt of income support
- Disable young people in receipt of Employment Support Allowance who are also in receipt of Disability Living allowance

(Evidence of the above will be required by the Academy)

4.22 DISCRETIONARY BURSARY

Preference will be given to those students who are registered on Academy

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databases as eligible for free school meals though any student who does not receive EMA and is not described in 4.10 will be eligible to apply for Bursary Funds.

No Student will be paid more than a total of £300 in any Academic year other than in exceptional circumstances.

Students who apply for bursary funds should have no unauthorised absences in the term when the application is being made and an overall average attendance in excess of 97.5% for the Academic year.

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5.00 RESPONSIBILITIES

5.10 STUDENT

Students must provide accurate information, and appropriate documentary evidence upon request

Students must inform the Academy of any changes in their financial circumstances

5.20 SIXTH FORM LEARNING SUPPORT ASSISTANTS

Assist the students in making applications if required

Ensure the application form is completed and that any documentary evidence is provided where required

Ensure that the student meets criteria as in section 4

5.30 DIRECTOR OF 6TH FORM

Oversee the administration of the Fund

Make decisions on applications

Ensure that decisions for award/refusal are accurately recorded

Liaise with the Finance department to ensure timely payment of funds

Liaise with the Finance department to ensure that audit requirements are met

Ensure that the fund is publicised in an appropriate manner

5.40 VICE PRINCIPAL RESPONSIBLE FOR 6TH FORM

Consider any student appeals

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5.50 FINANCE DEPARTMENT

Ensure funds are paid to students in accordance with the Director of 6th form/Vice Principals decisions

Liaise with Director of 6th Form to ensure audit requirements are met

Produce reports for the Vice Principal, Principal and Governors on Bursary allocations

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6.00 APPLICATION PROCEDURES

To make an application a student must obtain the application form (appendix 1) and make an appointment to see the LSA so that the LSA can advise on completing the form and ensuring the student has the correct paperwork/evidence to support the application. (The LSA has no part to play in assessing the viability of the claim).

After the appointment the LSA will log the application and complete the attendance information and then send the completed form to the Director of 6th form for consideration.

The Director of 6th Form will consider each claim and make a decision in accordance with the fund guidelines/this policy, a brief explanation of the decision will be recorded in the appropriate place on the application form.

If the application is successful it will be forwarded to the Finance Department for payment, if unsuccessful the Director of 6th form will return the application to the LSA who will inform the student, make a note in the log and file the application form appropriately.

The Director of Finance will authorise the payment and a member of the finance department will make the payment in a timely manner and inform the 6th form LSA of the date of payment for insert onto the log. (Normal finance procedures will be followed)

The application forms will be kept for the current year and 6 more.

Any application that failed can be appealed by the student, the student should make this appeal in writing to the Vice Principal responsible for the 6th form and give it to the 6th form LSA who will follow the procedure as if it is a new claim but passing the application to the Vice Principal rather than the Director.

The Vice Principal will inform the student in writing/email of his/her decision, attaching a copy of the letter/email to the application which is then sent either back to the LSA if unsuccessful or Finance Department if successful.

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This procedure is illustrated in the Process Flow Chart (Appendix 2)

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7.00 TIMINGS-PROCESSING AND PAYMENTS

Students are only eligible for payments if they are enrolled and attending the Academy as defined by the criteria in section 4.

Applications for the Bursary funds may be made in the time periods below

Guaranteed Bursary

For a response by the 19th September a completed application with evidence should be received by the 12th September

All other applications will receive a response within 10 working days

Payments will be made pro-rata from the date a fully evidenced application was received

Payment will be £400 per term (pro-rata for applications received after 12th September) via BACS or by cheque, payments will be made in £100 blocks

Autumn term

Initial £100 payments will be made on the 26th September for all those successful applications submitted on the 12th September with all other payments being made within 10 working days of the application being approved, subsequent payments will then be made on the 1st of November, December and January

Spring term

Initial £100 payments will be made on the 13th January for all prior approved applications or within 10 working days of the application being approved, subsequent payments will then be made on the 1st of February, March and April

Summer term

Initial £100 payments will be made on the 13th April for all prior approved applications or within 10 working days of the application being approved,

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subsequent payments will then be made on the 1st of May, June and July

Discretionary Bursary

All applications received in a week Monday to Friday will be considered and the student informed by the following Wednesday of the outcome of their application

All approved applications passed to the finance department on the Wednesday will be made on the Friday, further supplementary evidence may be requested by the finance department i.e. receipts

Failure to produce any requested receipts for funds discharged will result in automatic disqualification from being able to receive further funds

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8.00 APPENDICES

8.10 Bursary Application form

<u>Student Details</u>	
Name	
Date of Birth	
Address	
Telephone Number	

Please complete either Part 1 or 2 depending on your circumstances and sign the form in part 3, we also require your parent/carer's authorisation on all applications

For any help or assistance please either arranges an appointment with one of the 6th form support staff and/or refers to the guidance on the Academy intranet.

PART 1- APPLICATION FOR A GUARANTEED BURSARY

Only complete if you are in one of the following groups (please tick). You are entitled to £1200 per year for a full time course. **(We can not process your application unless suitable evidence is provided, evidence must be less than 3 months old.)**

If you are a young person in care	
If you are a young care leaver	
If you are a young person <u>personally</u> in receipt of income support	
If you are a disabled young person in receipt of Employment Support Allowance who is also in receipt of Disability Living	

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Allowance

PART 2- APPLICATION FOR A DISCRETIONARY BURSARY

Only complete if you are not applying for a guaranteed bursary and not in receipt of EMA. (If you have already incurred the expenditure please attach the relevant receipts)

An example might be that you require a text book to complete your studies effectively and the Academy library does not stock the text book

<u>Bursary required for</u>	<u>Briefly describe why you need the bursary.</u>
Transport (to be eligible you must live over 3 miles away)	Amount Required: £
Books & Equipment (materials and course should be itemised)	
General Hardship (this is most likely to be one off events like, new uniform etc)	
Payment for trip relating to curriculum (trip details must be provided)	
Are you entitled to free school meals or have you been in year 11	

PART 3- SIGNATURES

I CONFIRM THAT ALL THE INFORMATION THAT I HAVE PROVIDED IS TRUE AND THAT I WILL ADVISE THE ACADEMY

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OF ANY CHANGES IN MY CIRCUMSTANCES THAT MIGHT AFFECT PAYMENT OF ANY BURSARY GIVEN

Student Signature	Parent/Carers Signature

If you wish funds to be paid direct in to your bank account please complete details below:

Bank:	Bank branch:
Account holders name:	
Bank account number:	Bank Sort code:

ACADEMY USE

<u>6TH FORM LSA TO COMPLETE</u>	
DATE APPLICATION RECEIVED	
ATTENDANCE IN CURRENT TERM	
ATTENDANCE AVERAGE IN ACADEMIC YEAR	
DATE SENT TO DIRECTOR OF 6 TH FORM & PUT ON LOG	
<u>DATE FORM RECEIVED BACK IF APPLICATION DECLINED</u>	
<u>STUDENT INFORMED</u>	YES/NO
<u>DATE APPEAL RECEIVED AND SUBMITTED TO VICE PRINCIPAL & PUT ON LOG</u>	
<u>DATE APPEAL RETURNED REJECTED BY VICE PRINCIPAL & PUT ON LOG</u>	
<u>DIRECTOR OF 6TH FORM TO COMPLETE</u>	
DATE RECEIVED	

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AMOUNT AWARDED AND BRIEF EXPLANATION FOR AWARD (IF REJECTED PLEASE ENTER NIL AND BRIEFLY EXPLAIN WHY)	£
IF NIL AWARD RETURNED TO 6 TH FORM LSA ON IF BURSARY AWARDED SENT TO FINANCE DEPARTMENT ON	
<u>FINANCE DEPARTMENT TO COMPLETE</u>	
DATE RECEIVED	
ADVISE 6 TH FORM LSA OF DATE OF PAYMENT	

8.20 Flowchart of Procedure

See separate spreadsheet

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