



16-19 Bursary Fund policy 2021 / 2022

This policy sets out the arrangements for how Oasis Academy Lister Park will prioritise and administer the 16-19 Bursary Fund (2021 / 2022 academic year).

The 16-19 Bursary Fund is a scheme made available from the government through its funding body – the Education and Skills Funding Agency (ESFA) for 16-19 year olds to provide assistance to student for whom access to, or completion of, education is inhibited by financial constraints or barriers.

What is the bursary is for?

This discretionary bursary is available to those students who would otherwise find it difficult to continue with their education. It is used primarily to pay for the following:-

1. Field Trips – any field trips that relate to a course being taken. No additional subsidies will be available.
2. Transport – Travel purchased by students to attend Sixth Form.
3. Stationery.
4. Books.
5. University Visits and Interviews.
6. School Meals.

Who is eligible to apply for the 16-19 Bursary Funding?

To be eligible to receive the Bursary, young people must be 16, 17 or 18 years of age at 31st August 2021 and be studying in the school Sixth Form.

There are two types of bursary fund:

1. Vulnerable Bursary

Available to young people who are identified as being:-

- In care
- A care leaver
- In receipt of Income Support or Universal Credit in their own right and/or
- In receipt of Disability Living Allowance (DLA) or Personal Independence Payments in their own right.

Eligible students will receive a Bursary up to £1,200 which is dependent on meeting agreed attendance, progress and behaviour criteria.

2. Discretionary Bursary

This is a limited fund and the school will prioritise allocations.

In order to meet the criteria of the discretionary bursary you must:-

- Maintain a minimum of 95% attendance.
- There must be no unauthorised absences during the school day or persistent lateness.
- Maintain acceptable levels of behaviour, as outlined in the Sixth Form Agreement.

Priority will be given to those young people from the families with the lowest household income which at this time means families with an annual income for tax credit purposes is less than £16000.



Applications will only be considered on receipt of a signed application form as shown at Appendix 1.

Evidence

Please submit one of the following documents below to support your application

1. Family P60 and/or Confirmation letter from HMRC or tax credits award
2. Certified evidence of Self Employment Income

Process

All applications for a Bursary will be assessed by the bursary manager and the head of sixth form according to the criteria set out in this policy. The school reserves the right to request additional evidence to support an application.

Payments

Applicants will receive notification of any successful claims. The current set figure for bursary payments is £100 per term, paid into the applicant's bank account.

Attendance, progress and behaviour

All young people in receipt of a Bursary must meet weekly punctuality, attendance, progress and behaviour criteria as defined in Appendix 2.

Confidentiality

Applications and supporting evidence will remain confidential and accessible only to the post-16 administrator and head of sixth form.

Fraud

If false or incomplete information is provided on the bursary application details of the application may be passed to the Department of Education and the police.

Withdrawing from the school

Where a young person in receipt of a Bursary withdraws from the School and does not transfer to another provider, scheduled payments to be made after the date of the withdrawal will not be made.



Appendix 1

Oasis Academy Lister Park Bursary Fund Application Form

BURSARY FUND 2021 / 2022

Student Name:		
Date of Birth:	Age on 31 August 2021:	Gender:
Address:		
Postcode:		
Student Bank Account Details to which payment will be made (please complete boxes below and provide a copy of a bank statement for proof of payment):		
Full name of Account holder (as it appears on your cash/debit card or bank statement):		
Name of bank/building society:		
Account Number:	Sort Code:	
Parent/Guardian Name:	Parent/Guardian email address:	
Parent/Guardian Telephone Number:		
In order to meet the criteria of the discretionary bursary you must:-		
<ul style="list-style-type: none">• Maintain a minimum of 95% attendance.• There must be no unauthorised absences during the school day or persistent lateness.		

- Maintain acceptable levels of behaviour, as outlined in the Sixth Form Agreement.

The school has the right to refuse your request if any of these criteria are not met.

Discretionary Bursary Amount Currently Set at £100 per term

Students from families who currently meet the eligibility criteria for **free school meals** or

Are you eligible to receive free school meals?

YES

NO

Did you receive or were you eligible to receive free school meals at the end of Year 11?

YES

NO

Please note: Evidence must be submitted with the application form

Supporting Information (please write in the space below information/details that support the application):

16-19 Bursary



DECLARATION:

Please read the following declaration carefully before signing:

I/we declare that the statements made on this form are true and to the best of my/our knowledge and belief are correct in every respect. I/we will supply any information required to verify the particulars given. I/we understand that if I/we refuse to provide information relevant to this application, the application will not be accepted. I/we will also inform Oasis Academy Lister Park of any alteration to the particulars in writing. I/we agree to repay Oasis Academy Lister Park in full and immediately any monies awarded if the information given is shown to be false or deliberately misleading. I/we understand that this funding covers only this academic year (2021/ 2022) and that a re-application must be made next year.

Please note that all payments are subject to satisfactory attendance, punctuality, behaviour and progress.

Please note the closing date for applications is Friday 1st October 2021

Signed (Student)		Date:
Signed (Parent)		Date:
Parent name (please print):		



APPENDIX 2

16 – 19 Bursary Scheme Academy/Student Agreement 2021 / 2022

Student Name:	
Tutor Group:	

The Bursary is paid on the proviso that 95% attendance, academic expectations and standards of behaviour have been met. If, however, you are absent for the following reasons, and have provided written permission in advance then there will be no loss of allowance:

- Hospital/Medical/Dental appointments (in exceptional circumstances)
- Illness
- Driving test (practical only)
- Attendance at a funeral
- Religious Observance Day
- Visit or interview at university
- Participating in an extra-curricular activity eg sport, music, drama
- Severe weather (exceptional circumstances)

You are also expected to:

- Be punctual to tutor and all lessons and register your attendance
- Always come well prepared to lessons
- Hand in homework or coursework according to deadlines
- Always show a positive attitude to learning and maintain the expected standard of behaviour
- Maintain good progress towards benchmark grades

I understand that I must abide by the rules of the Bursary Scheme and that Oasis Academy Lister Park will arrange for my learning progress to be assessed in order to determine my eligibility for Bursary payments.

I also understand that the bursary is given to pay for books, School lunches, travel (to and from School), equipment, field trips, uniform and other course related costs. It may also be used towards the costs of attending university interviews and open days.

I understand that the School reserves the right to seek written confirmation of how the bursary has or will be spent.

Where any false, incomplete information or relevant income or is submitted the matter may be referred to the Department for Education and the Police and the student could face prosecution.

Student (Signature):	Date:
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