



Newham Collegiate Sixth Form Centre

A specialist centre for Science and Mathematics

STATEMENT & GUIDANCE ON THE 16 – 19 BURSARY FUND 2018/19

1. GUIDELINES ON THE 16-19 BURSARY FUND IN 2018/19

These guidelines have been developed to promote fairness and consistency within the NCS. They do not replace the Education and Skills Funding Agency (ESFA) funding guidance which the NCS must follow.

The 16-19 Bursary Fund is provided by the government to help support students who face barriers to participating and continuing in their studies. The financial support you receive is linked to attendance, behaviour and performance.

The NCS accepts the principles agreed by the Association of Colleges which are set out below:

The purpose of the bursary is to:

- Support and retain students
- Promote a positive attitude to learning

The purpose of the bursary is not to promote individual institutions.

- The bursary should be applied fairly and consistently
- The process must be easily understood and accessible to young people
- The process should identify eligible students in a timely fashion
- The scheme should be designed to maximise the amount of the fund available to support students

2. THE 16-19 BURSARY FUND HAS TWO ELEMENTS:

1. ***Young people in care, care leavers, young people in receipt of income support (or Universal Credit) in their own name and disabled young people in receipt of Employment Support Allowance, who are also in receipt of Disability Living Allowance***, (or Personal Independence Payments), will be eligible to receive a bursary of £ 1,200 a year.

The NCS may use their discretion to make awards to young people in ways that best fit the needs and circumstances of their learners.

2. ***Learners eligible for discretionary bursaries***

To be eligible to receive a bursary, the young person must be aged under 19 on 31st August 2018 or

Students aged 19 or over are only eligible to receive a discretionary bursary if they:

- are continuing on a study programme they began aged 16 to 18 ('19+ continuers') or
- have an Education, Health and Care Plan (EHCP)

These 2 groups of students can receive a discretionary bursary while they continue to attend education (in the case of a 19+ continuer, this must be the same programme they started before they turned 19), as long as their eligibility continues and their institution considers they need the additional support to continue their participation. Students aged 19 or over are not eligible for the vulnerable student bursary.

The discretionary awards should be made to the following learners in this order of priority:

a. Learners in other vulnerable groups:

- Young people with LDD but who are not in receipt of ESA or DLA or PIP
- Young Carers
- Teenage Parents who are not in receipt of income support
- Young Offenders

b. Learners on free school meals and/or whose families receive income-related benefits and/ or whose family income is below £25,000 per year.

Discretionary bursary awards should be targeted towards young people facing financial barriers to participation, such as the costs of transport, meals, books and equipment.

Guidance on audit and management information requirements is available in the ESFA Guide and Q&A for providers and local authorities:

<https://www.gov.uk/guidance/16-to-19-bursary-fund-guide-2018-to-2019-academic-year>

3. CONDITIONS FOR RECEIPT

The application form should constitute a signed contract which states the standards expected from the students and confirms the legitimacy of the evidence provided for household income.

All awards will be conditional on the attendance and behaviour of the learners. Payment of the bursary may be suspended if these conditions are not met.

The conditions will include:

- Regular attendance – 95% (including authorised study leave)
- Punctuality - maximum of one late mark per week
- Appropriate behaviour - not in breach of the NCS's dress code policy/learner agreement/behaviour policy.

Payment:

Students will receive half-termly payments per academic year. The NCS will write to all applicants with the amount that has been awarded following an assessment of their application by the Bursary team. Bursaries will not be awarded if funds are exhausted.

Where funds remain, learners can put forward a case for one-off payments to meet a particular need; support for buying books and equipment; transport or fieldwork costs.

4. HOW DO I APPLY?

Application forms will be available from the main admin office from Ms Anand.

All forms need to be completed and returned with relevant up-to-date proof of **household income**. Bursary Fund payments cannot be paid in to any bank account other than in the student name as they are made directly in to the students' bank account.

Evidence of household income **must** be included with the Bursary application; incomplete forms will delay payments.

Students are required to apply in both years that they are studying at the NCS.

5. APPEALS PROCEDURE

If you are unhappy with a Bursary decision you should speak to Mrs Spiller in the first instance. If you are still unsatisfied, you can follow the Newham Collegiate Sixth Form centre complaints procedure.

If you have any queries regarding your Bursary application – please contact Mrs Spiller, Head of Finance & Operations by emailing bursaryapplications@ncs6.org

Applications MUST be submitted to Ms Anand with all documentary evidence by Friday 21st September 2018