

THE RIPLEY ACADEMY

A member of the East Midlands Education Trust



16-19 Bursary Fund Policy

January 2025



#nothingshortofremarkable

Policy reviewed:	January 2025
Reviewed by:	Head of Sixth Form
Next review due:	January 2027

The Ripley Academy 16-19 Bursary Fund Policy

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The Ripley Academy 16-19 Bursary Fund Policy

1. Introduction

The 16-19 Bursary Fund is to help the most vulnerable young people aged 16-19 achieve their full potential. It is received from the Education Funding Authority (EFA) as part of the allocation of 6th Form Funding.

The administration of the fund has been delegated to the Academy, and we are entitled to retain 5% of the allocation as an administration fee.

In addition, the Academy is entitled to claim directly from the EFA for any students who are designated in the following vulnerable categories:

- In care/care leaver
- Student personally in receipt of Income Support or Universal Credit
- Student in receipt of Employment Support Allowance (ESA) **and** Disability Living Allowance (DLA) or in receipt of ESA and a Personal Independence Payment (PIP)

Students who fall into any of the above categories will be entitled to a Bursary of £1,200, subject to completion of the claim by school and confirmation of eligibility from the EFA.

Balances brought forward (not spent) from the previous year will be used to support students in the following year or returned to the EFA (dependent on EFA regulations).

2. Applications

Students are entitled to apply for support from the Bursary Fund, and do so using the application form (Appendix 1). Parents/Carers will be required to provide evidence of household income and/or benefits in order to assess the claim.

3. Assessment

Claims will be assessed by the Director of Services and the Head of 6th Form, and funds will be allocated in order of priority based on the following criteria, and subject to the overall funds allocated to Academy:

- The First tier includes students where household income is lower than £15,199 p.a.
- The second tier includes students where household income is above £15,199 but below £25,322 and in receipt of benefits (not Child Benefit), as well as living a distance away and being more than 1 child in the household.
- The third tier includes students who are classed as Ever6 (Free school meals)
- Ad hoc claims e.g. to support study trips and revision materials will be assessed on an individual basis.
- Attendance is tracked in accordance with award of Bursary funds.

School is entitled to retain 5% of the allocation as an administration fee.

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4. Payment Frequency

Payment will be made by bank credit each 5 times over a 32 week period. Payments will be calculated on the attendance percentage of the student.

School will retain the right to adjust or reclaim a payment should any of the criteria not be met, or the circumstances of a claimant change.

Additional, ad hoc payments can be made throughout the year dependent on circumstances.

5. Dispute resolution

Queries or disputes in relation to entitlement should be addressed to the Head of Sixth Form. If the dispute cannot be satisfactorily resolved within 2 weeks then this can be referred to the Deputy Head for a final decision.

6. Monitoring

The Ripley Academy is required to submit financial returns to the EFA in accordance with their published requirements.

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Application for a Sixth Form Bursary – (Please complete fully Section’s A to D)

Section A PERSONAL INFORMATION

First Name.....

Surname.....

Tutor Group

Date of Birth/...../..... Age at 31st August 2024 Yrs Mnths

Address.....

.....

.....

Post Code.....

Home Telephone number

Student Mobile Telephone number

Bank Account details (for payment of the Bursary):

THIS MUST BE AN ACCOUNT HELD IN YOUR NAME.

Account Name:

Sort Code:

Account No:

Section B YOUR COURSES

PLEASE INDICATE WHICH COURSES YOU HAVE BEEN ENROLLED ONTO AT THE SIXTH FORM.

1.....

2.....

3.....

4.....

Please complete Sections C & D

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Section C CRITERIA FOR A SIXTH FORM BURSARY

PLEASE TICK IF ANY OF THE FOLLOWING CIRCUMSTANCES APPLY TO YOU, THE STUDENT.

- I am a **student** in one of the defined vulnerable groups below:
 - In Care/Care leaver
 - Receiving Income Support (IS) or Universal Credit (UC) in place of Income Support
 - Receiving Employment Support Allowance (ESA) **and** Disability Living Allowance (DLA) or Personal Independence Payments
- I am a **student** entitled to Free School Meals or have been in the last 6 years.
- I am a **student** where my **total annual household income** is
 - below £15,199
 - between £15,199 and £25,322 (and in receipt of benefits)

Please enclose evidence of Income (Payslips/P60's) and/or benefits (DWP/HMRC correspondence). All information will be treated in strict confidence and documents destroyed.

Section D DECLARATION

I understand that attendance will be monitored and instances of unauthorised absence may affect payment of Bursary

I understand that payment is conditional upon meeting the terms of the Sixth Form Agreement, and that I will notify school should my circumstances change.

	Student	Parent/Carer
Name		
Signature		
Date		