

The Judd School

School Bursary Scheme Policy and Procedures

June 2017

What is the “School Bursary Scheme”?

This scheme replaces the previous Education Maintenance Allowance (EMA) set up by the government to fund students aged 16 to 19 who are in full time education but who could not continue to do so without financial support EMA ceased in 2012. This scheme has been devolved to school’s to run and administer for which each school receives funds to distribute to the neediest students.

About The Judd School 16-19 Bursary Scheme

The Judd School have decided awards will be made based on household income at the time of application. The funding will be targeted to young people who are facing a financial barrier to participation in full time education at The Judd School.

The funding award can be used to fund transport to school, trips, books, uniform, equipment and school provided meals only. Evidence of these costs will be necessary to apply for the funding.

Schools are no longer expected to fund vulnerable students from this scheme. They are to be reported to the Student Support Bursary Service who will then release funds. Students in one or more of the following eligible groups can apply for a vulnerable bursary of up to £1200

Eligible groups are students who are:

- in care
- care leavers
- getting Income Support (IS) or Universal Credit (UC) in place of Income Support in their own right
- getting Employment Support Allowance (ESA) and Disability Living Allowance (DLA) or Personal Independence Payments in their own right.

The School will, on receipt of the necessary evidence, complete a vulnerable bursary claim form.

Who is Eligible?

Students will be eligible so long as they adhere to the “contract” with the school regarding attendance and satisfactory levels of behaviour commensurate with the expectations of The Judd School. They must be aged 16 and under 19 on the 31st August in the academic year in which they start their programme of study. If they turn 19 during the academic year they will continue to be eligible until their programme of study ends or the end of the academic year, whichever is the sooner.

The student must satisfy the residency criteria as set out in the document “EFA Funding Guidance for the 2017-18 academic year”. This can be accessed via this link:

<https://www.gov.uk/guidance/16-to-19-bursary-fund-guide-2017-to-2018-academic-year>

All courses offered by The Judd School are eligible for this funding.

The student’s household income will be assessed for financial eligibility, as below:-

Financial Eligibility

Only those students who have a household income which is sufficiently low enough to be in receipt of the following, will be able to apply:-

Tax Credits

Income Support

Disability Allowance

Job Seekers Allowance

Guaranteed Pension Credits

Self Employed Income below £30,000 per annum.

Evidence of such benefits/income will be required in order to claim for the School 16-19 Bursary Scheme. The "household income" will include all adults living within the dwelling and must be the legal address for the student per the school's records on its SIMS system i.e. that which has been notified to the school. Where circumstances change it is the responsibility of the student/parent/carer/guardian to advise the school. In some circumstances eligibility for the award may be withdrawn.

Attendance and Behaviour

We intend to only make payment upon successful award directly to students who have over 95% attendance and exhibit satisfactory behaviour commensurate with the expectations of The Judd School. Attendance levels will be recorded by tutors and teachers during the school day and any level of unauthorised absence above 5% for the current payment period will result in non payment of the bursary. Assessment of unauthorised absence will be at the discretion of the Director of Sixth Form, whose decision will be final. Behaviour levels will also be monitored by the sixth form leadership team and decisions not to pay the bursary for the given period will again be at the full discretion of the Director of Sixth Form only. Assessments will take place over a period of one calendar month with payment made on the 10th of every month following the assessment period (or nearest date to). If you have four consecutive periods of non payment your eligibility to receive the School Bursary will cease forthwith.

Application Process

Applications are welcomed from late Summer term each year and the closing date for assessment will be in the first week of September every year. A letter describing if you have been successful will be issued in the first week of October. Payment will be calendar monthly and will be made by the 10th of every month for the previous month. Attendance and behaviour will be assessed and authorised by the Director of Sixth Form (or Headmaster in his absence) for all school days of the preceding calendar month. The application form and supporting evidence must be submitted to the Finance Office by the deadline set in September each year. The form can be obtained from the school website www.judd.kent.sch.uk or from the school office or sixth form office along with a copy of this policy and procedure.

First payments, subject to the criteria for attendance and behaviour, will be made on 10th October 2017 in arrears and on the 10th of every month or nearest working date to that date every month until August, where two months will be paid together, at the end of the academic year. For the months where there are school holidays, attendance will be assessed on the number of school days in the period or the preceding month if there is no school attendance for that month.

Students in year 13 who only attend school for examinations from May onwards will still be entitled to a SBS payment. However this will be assessed and paid on their attendance for the month of May until they go on study leave. If books are not returned for the book clearing day then we reserve the right to withhold the SBS payments for the months of July and August (paid in August).

Payment of and value of Award.

Payments will only be made into the students own bank account via BACS from our Lloyd's bank account. It will say "School Bursary – (month)" in the description. We may from time to time pay via cheque and these will be posted to the students at their home address.

The value of award made will be dependent on a few factors,

- a) The school are entitled to deduct 5% of the bursary funding for administration and the school reserves the right to do so before making any awards. (The funding received is very small and we may decide to use all the funds for the year on eligible students).
- b) A figure of approx 10% of the funding may be retained for any students who have a change in circumstances within the year and may now be eligible to apply for the bursary.
- c) The balance of funding remaining after a) to c) above will be used to assess awards made to all other eligible students only.

The award made will depend on the amount claimed and also the number of successful claims made. The school pay a % of the claim based on the fixed funding given and the amount of eligible claims received.

The decision of the value and number of eligible claims will be made by the School Business Manager.

All claims made and evidence provided will be retained in case of audit by local authority or governmental officials and will be kept locked in a secure and confidential area within the school. Access to this information will be strictly limited to the School Business Manager, Finance Manager, Director of Sixth Form, EFA officials and the Headmaster only.

In Year Changes to circumstances

Where a student is aware that either they are claiming the bursary and his/her financial situation has altered such that they are no longer eligible, they must notify the School Business Manager in writing, stating details, as soon as they are aware of this fact. If evidence arrives at the school to suggest circumstances have changed the school reserves the right to enquire about this and can request further evidence from the household occupants to support it. Where this is unreasonably withheld or confirms ineligibility, the bursary payments will cease with immediate effect.

Where a student falls into financial hardship and believes they are now eligible for the bursary, award can be requested via the bursary application form and again providing all the necessary

evidence. The forms will be reviewed as soon as possible and award made in the next available month's payment, if eligible. The value of the award will be made in line with other students who are entitled to the bursary of similar circumstances, subject to funding being available and will be pro-rata for the year. The award cannot be back dated beyond the current payment period.

Appeals Process

If a student is unhappy with the assessment of eligibility, or the withholding of payment due to poor attendance or behaviour, an appeal can be made in writing to the Headmaster. All appeals will be reviewed and responded to within 10 working days of receipt of appeal request. The value of the award given cannot be challenged as the school cannot spend more than the fund allocated and 85% of the fund will be allocated in the initial award period (September/October).

Annual Review of Award

Award of the bursary will be re-assessed annually for existing holders and the value of the award WILL vary for the following academic year depending on the amount of the funding received from government and the number of eligible claimants for that academic year. Parents, guardians or carers will need to confirm their financial situation again each year and provide the necessary evidence.

Responsibility of the School

The school are responsible for administering the bursary fund, within guidelines set out by the EFA and reserve the right to make changes to this policy and procedures to ensure compliance with current guidance. If the funding for the bursary scheme no longer exists the scheme will cease at the earliest opportunity and students will be informed immediately of the implications of this.

The school has permission and reserves the right to deduct a maximum of 5% administration fee per annum from the bursary funding.

The school will assess and record all attendance data as accurately as they can however it is the responsibility of the student to ensure their attendance in lessons is correctly recorded by the tutor or teacher.

Responsibility of student (SBS contract)

Each eligible student will be required to open a bank account, in their name only, in which the bursary will be paid. Details of the bank account will need to be given to the school on application. In addition the student will sign a "Student Learning Agreement" which clearly states the responsibility of the student and how the attendance and behavioural aspects are recorded and monitored by the school. The bursary will not be paid until this contract is signed by the student.

Hardship Funds

There is a Lawrence Atwell fund which also helps to fund cases of financial hardship at the school and where the award given in the bursary scheme is still a barrier to the student completing their education a request can be made to the fund to secure additional funding. These requests are usually one off and can be made in writing to the School Business Manager. Further details can be found on our website under "Financial Assistance".

Review of Policy

Policy will be reviewed annually in June/July each year or when required if guidelines change at the EFA or equivalent.

Date: June 2017

Review Date: July 2018