

DPA Sixth Form 16-19 Bursary Policy 2020-21

The 16-19 Bursary provides financial support to 16-19 year olds in the UK. It is designed to help Sixth Form students overcome specific financial barriers to educational participation. There are a number of criteria that must be met in order for the bursary to be granted.

There are 2 types of 16-19 bursaries:

1) Vulnerable Bursary

A student is eligible to claim for this bursary if they meet one or more of the following descriptions, and provide DPA Sixth Form with copies of the relevant evidence:

Qualifying Criteria	Evidence of Eligibility
Students currently living in care Being 'in care' requires the young person to have been placed with a foster carer by the Local Authority.	Written confirmation (letter or email) of their current or previous looked-after status from the relevant Local Authority.
Students who are care leavers A 'care leaver' is defined as a young person aged 16 or 17 who was previously looked after for a period of 13 consecutive weeks (or periods amounting to 13 weeks) since the age of 14.	
Receiving Income Support or Universal Credit in their own name. This must clearly state that the claim is in the students' name, confirming that they are entitled to the benefits in their own right.	A copy of their Income Support or Universal Credit award notice.
Receiving Employment & Support Allowance and either Disability Living Allowance Personal Independence Payments in their own name.	A copy of their Universal Credit claim form (this can be printed from their online account). Evidence of receipt of Disability Living Allowance or Personal Independence Payment.

2) Discretionary Bursary

A student can also apply for financial help with the cost of educational-related transport, meals, clothing, books, equipment, kit, entries for exam re-sits etc. This is based on students' individual circumstances and takes students' attendance and behaviour into account. Payments can be made by bank transfer or made 'in kind'.

Qualifying Criteria	Evidence of Eligibility
Gross total annual household income of £27,500 a year or less.	P60 End of Year certificate 3 most recent monthly payslips 4 most recent weekly payslips Self-Assessment Tax Calculation (SA302)
In receipt of tax credits or benefits	Universal Credit online statements Tax Credit Award Notice Award letters
Qualifying for Free School Meals	Confirmation from Slough Borough Council
Exceptional reason	Apply in writing

All students in receipt of a Bursary should maintain the following high standards expected of DPA Sixth Form students:

- To maintain attendance of 93%+
- To attend all sessions punctually, with no more than 2 'lates' registered per week
- To dress professionally, in accordance with the DPA Sixth Form uniform policy
- To submit high quality work, and by the deadlines agreed with staff
- To consistently treat both staff and students with respect

If the student does not meet these conditions, DPA Sixth Form reserves the right to withdraw or suspend 16-19 Bursary payments.

Terms and Conditions

1) Initial Applications

To begin receiving payments, students will need to complete 6 weeks study at DPA Sixth Form. Any eligible student can make an application ahead of this period. In cases of extreme hardship, consideration will also be given for earlier payment. Initial application should therefore be submitted by **Monday 5th October 2020**. Applications made after this date will be considered if sufficient funds are available.

2) Application Process

All applications for a bursary will be assessed by a 16-19 Bursary Application Panel consisting of:

- Head of DPA Sixth Form
- Finance Manager
- A member of SLT

The Panel will review the application and supporting evidence. Students will be informed of the outcome by October half-term for initial applications. Any later applications will be notified within two weeks of their receipt.

3) Appeals Process

If a student is not satisfied with the outcome of their application, they should write to Mr Caulfield outlining their reasons why. An Appeals Panel will be convened to consider and respond to the appeal. If an appeal is upheld, the application will be referred back to the 16-19 Bursary Application Panel with recommendations. If an appeal is not upheld, the applicant will be signposted to the Academy Complaints Procedure.

4) Changes in Circumstance

A student in receipt of a Bursary has a duty to inform DPA if their financial circumstances, or those of their household, should change. For example, an increase in household income or Free School Meals being withdrawn for a sibling. This does not automatically mean that future Bursary payments will be stopped but would result in a convening of the 16-19 Bursary Application Panel to determine whether the payments continue or be stopped and the funds redistributed.