Rivers Academy West London
an Aspirations Academy

Aspirations Academies Trust

September 2021

For the attention of all Sixth form students and parents and carers of Sixth form students, at Rivers Academy West London.

16 to 19 Bursary Fund
Guidance Notes and Application Form 2021-22

The 16-19 Bursary Fund has been allocated by the Education and Skills Funding Agency (ESFA), the funding agency for 16-19 education and training.

Rivers Academy West London are committed to ensuring the Bursary Fund is used to support financially disadvantaged young people taking up or continuing in their education or training post-16 and achieving their learning aims. **Please read this and act now as you may be entitled to some funding.**

Further information on the scheme can be found at https://www.gov.uk/1619-bursary-fund
If you feel that staff cannot answer your question, please contact the education and skills funding agency by following the link on this page:
https://www.gov.uk/1619-bursary-fund/further-information

What the bursary is for

A bursary is money that students, or their education or training provider, can use to pay for things like: clothing, books and other equipment for a course; and transport and lunch on days of study.

Conditions to apply for bursaries

- be at least 16 and under 19 on 31 August 2020 (though some exemptions do apply)
- meet the residency requirements - which will be checked by the academy

The scheme is divided into two parts:

Vulnerable Bursary (Section 2 of the application form)

Students could get up to £1,200 if at least one of the following applies:
- they're in or recently have left local authority care
- they get Income Support or Universal Credit because they're financially supporting themselves

-they get Disability Living Allowance (DLA) in their name and either Employment and Support Allowance (ESA) or Universal Credit

- they get Personal Independence Payment (PIP) in their name and either ESA or Universal Credit

Students may get the full amount if they have expenses and study full-time on a course of at least 30 weeks.

Students will usually get less than the full amount, or no bursary, if one of the following apply:

- their course is shorter than 30 weeks
- they study part time
- they have few expenses

Students will be told what evidence is required, for example benefit letters.

The inclusion of young people in receipt of both Disability Living Allowance (or Personal Independence Payment) and Employment Support Allowance in the defined vulnerable groups is intended to ensure that all young people who might be living independently of their parents would be eligible to receive a vulnerable student bursary. Young people in these groups are deemed to be financially independent of their parents /carers, and are entitled to certain social security benefits in their own right.

Discretionary Attendance Bursary (Section 3 of the application form)

This bursary is available to Rivers Academy West London students not eligible for the Vulnerable Bursary who live in a household meeting one of the criteria below:

- Students whose family's income is less than £21,000 a year **will** be eligible for some funds to support them in their studies. (If household income is less than £16,190 a year please complete the free school meals application form if not already done so).
- Students whose family's income is between £21,000 and £25,000 a year and between £25,000 and £30,000 **may** be eligible for some funds to support their studies.

FSM (Free school meal) entitlement can be used as an indicator for eligibility. **The academy will require evidence to confirm eligibility for FSM. The evidence for this will be retained for audit purposes.**

The level of support which the academy can offer is dependent on the total funding received from the Education Funding Agency (EFA) and the number of applications for support that the academy receives. **The level of funding may vary during the academic year.**
The level of funding for each individual student will vary to reflect their level of financial need.

Travel Bursary
Students whose family's household income meets the criteria above who need additional funds to travel to and from the Sixth Form may apply for a Travel Bursary in addition to a Discretionary Attendance Bursary. Applications for additional help will be considered on an individual basis and is dependent upon available funds. Please contact the Head of Sixth Form for more details.

Emergency Bursary
A small amount of money will be available to help students who encounter serious financial problems in the course of their studies because financial circumstances change. This will be especially relevant if financial concerns may prevent a student from completing the course or if help is needed to ensure future educational aims are supported. Applications for additional help will be considered on an individual basis, and depends upon available funds. Please contact the Head of Sixth Form for more details.

Payment Conditions

- Bursary payments will be linked to attendance and behaviour as per the Rivers code of conduct. If these conditions are not met the school reserves the right to withdraw or suspend Bursary payments. All students in receipt of a Bursary must meet weekly punctuality and attendance requirements

- Students must provide receipts for approved items bought or travel expenses discussed and agreed at the interview. The cost will then be reimbursed into a bank account for the student. All bursary payments will be paid directly into a student's bank account, and payments will be processed at the end of each half term.

- Eligible students must be under 19 on 31 August 2021 and enrolled on a non-fee paying full time course at the school. However exemptions can apply: if students are continuing a course started between the ages of 16-18 (a 19+ continuer) or if the student in question has an EHCP.

Discretionary Attendance Bursary (DAB) Rules

Discretionary Attendance Bursaries are paid during term time providing that you attend all timetabled sessions. Payments are processed at the end of every half term for that term (resulting in 6 payments over the year).

You are expected to:
- Have 100% attendance
- Be punctual to all lessons and register your attendance.
- If you wish to drop a subject you are required to request a meeting with the Sixth Form Team and your course leader, to discuss this. Attendance is required until the registers/timetables are amended to reflect the timetable change.
- Get permission **<u>in advance</u>** for any time you need to take off.

The Academy is expected to:
- Monitor your attendance and any absence.

- Let you know by letter or email you are eligible for bursary payment.
- Let you know by letter or email if you are no longer eligible for bursary payment.
- Respond to any queries that you may have about the DAB funding decision.
- Assess final need and any items that will be required

Getting permission for absence (negotiated/authorised absence). Appropriate written evidence should be provided.
It is understood that there is very occasionally a reason why you may need to apply for permission to be absent. If the Academy agrees in advance of the absence, then your DAB payment will not be affected.

The following list gives examples of some of the occasions when permission **may** be granted on a limited basis providing we receive an appointment card or written notification **in advance**:

- Dentist, Doctor and Hospital appointments that cannot be arranged outside school hours.
- Attendance at a close family funeral.
- Religious holiday (no more than 4 days per academic year) at the discretion of the Academy.
- Visit to university whether to attend an open day or for an interview, or career related interview (a maximum of three in one academic year).
- Participating in a significant extra curricular activity, when representing the Academy.
- Attendance at probation meeting or court hearing.

Students will need to sign "in/out" in the Sixth Form Office when leaving or returning from an appointment.

The following reasons where absence would **not** be acceptable:

- Driving Theory Test.
- Optician's appointment.
- Holidays taken during the school term.
- Part or full time work which is not part of your programme of study.
- Leisure activities.
- Birthdays or similar celebrations.
- Babysitting younger siblings or looking after other family members.
- Driving lessons.
- Missing the bus.
- Waking up late.

Where an absence genuinely could not be foreseen, students should make arrangements to tell the Academy as soon as possible on the day in question. Where they fail to do this, the absence will be treated as unauthorised and therefore could affect their DAB payment. If they are unsure about whether an absence will be authorised, they should check with the Head of Sixth Form. The Academy's decision is final in relation to authorising absence.

Emergency Provision
In the very rare occasion that a student requires urgent financial assistance, this will be reviewed and a final decision made by the Head of Sixth Form.

Appeals/ Complaints
Students should speak to Head of sixth form if they're unhappy with a decision. They should then follow the school complaints process if they cannot resolve the problem

Rivers Academy West London - Bursary Appeals Process
Students have the right to appeal a decision. Students, or their parent/guardian, will be required to put any appeal in writing within 21 days of receiving confirmation of an award or a rejection.

1. The letter should set out the reasons for the appeal, which must prove that the student has been wrongly assessed as falling outside the eligibility criteria, plus any further evidence to support the Appeal. It should be addressed to Mrs Lloyd in the P16 Office.
2. The decision of the Appeals panel is final and will be given in writing within 14 days of the decision.
3. The Appeals panel will consist of a member of the Post 16 Team and a member of the Senior Leadership Team. The Appeals panel meeting will be clerked by a member of the school's administrative/finance team.

Commitment:
1. This written appeals process will be published to students and made available to students through the Sixth Form Office.
2. This appeals process will be reviewed annually by the Academy's Senior Leadership tea.
3. The Vice Principal will keep records of all appeals and the subsequent decisions and will manage internal appeals.
4. Appeals will be considered by at least three people, at least one of whom has not been involved in the decision to withhold payment.
5. The student making the appeal should be supported in the presentation of their case by a parent/guardian/friend.
6. The Academy will keep a written record of all appeals.
7. The written record will include the outcome of the appeal and include clear reasons for that outcome. A copy will be sent to the student within five working days.
8. The student will be able to gain access to the data that the decision has been based on.
9. The Academy, through the Sixth Form Office, will inform the Finance Officer of the outcome of the appeal and adjust data as necessary.

Rivers Academy West London
16-19 Bursary Application Form 2020-21

If you need some help with this form, please speak to Mrs Leonard, in the Sixth form office.

N.B: This form must be completed by the student applying for the bursary funding. Please bring this form and <u>all your supporting documents</u> to Mrs Leonard in the Sixth form office.

Please ensure you attach copies of the required evidence to support your application.
Please note that all applications are subject to external audit and therefore we are unable to process applications that do not contain the requested evidence.

Please ensure the completed the signed application form and evidence, is returned to Mrs Leonard as soon as possible.

However, If your circumstances change and you wish to apply later in the year, you may do so, as a small allocation will be held back to cover any changes in circumstances.

For completion by student below:

SECTION 1 – Student Details (Please PRINT details and complete in black ink)

First names:	Surname:
Date of Birth:	Home telephone No:
Email:	Mobile No:

SECTION 2 – Vulnerable Bursary (£1,200 per annum). Please tick the box that applies to you:

	Part a - I am living in care
	Part b - I am a care leaver
	Part c - I am in receipt of income support *or the new Universal Credit, in place of income support.*
	Part d - I am in receipt of Employment Support Allowance *or the new Universal credit* **<u>AND</u>** also in receipt of Disability Allowance or Personal Independence payment.

(If you are applying for a Vulnerable Bursary and have completed Section 2 please now go to Section 4)

SECTION 3 – Discretionary Attendance Bursary

I am currently entitled to Free School Meals ☐ **(also complete boxes below).**

I am a student who permanently lives in a household whose income per year falls into the following categories. Please enter annual amount in the appropriate box:

Below £16,190 *(Also complete the FSM application form if you haven't already)*	**Between £16,190 and £21,000**	**Between £21,000 and £25,000**	**Between £25,000 and £30,000**

SECTION 4 – Proof of Benefit Submitted - for Sections 2 and 3.

Whatever you have declared in Sections 2 or 3 must be supported with evidence in order for an assessment to be made. The tables below show the evidence you will need to bring with this application form. ***Please tick the evidence you are providing.*** *(If evidence is not attached the form will be returned to you and your application will not be processed).*

Type of Income	**Evidence Required**	**Tick if Supplying**
Vulnerable Student Bursary		
Looked after or Care Leaver	Relevant paperwork detailing entitlement i.e. Letter showing Looked after status from local authority.	
Income Support/Universal Credit	Entitlement / Award letter – dated within the last 3 months	
Employment Support Allowance/Universal Credit	Entitlement / Award letter – dated within the last 3 months	
Discretionary Attendance Bursary		
Job seekers Allowance/Income Support	Entitlement / Award letter – dated within the last 3 months	

Working Tax Credit	Working Tax Credit Award Notice marked "2016-17". Must be for full year and not partial awards (FULL AWARD NOTICE)	
P60 – Week 52	Pay slip	
Certified accounts of self employed	Relevant certified paperwork	

Other comments

SECTION 5 – Student Bank Account Details – TO BE COMPLETED BY ALL STUDENTS

Bank Name (e.g NatWest)	
Branch Location (e.g. Feltham)	
Name of Account Holder	

Sort Code

Account Number (8 numeric digits)

SECTION 6 – Declaration

Please read the declaration below carefully before signing:

1. I declare that the statements made on this form are true and to the best of my knowledge and belief are correct in every respect. I undertake to supply any additional information that may be required to support this application. I understand that if I refuse to provide information relevant to my claim the application will not be accepted. I also undertake to tell the school of any change in my circumstances in writing. I agree to repay the school in full and immediately any sums advanced to me if the information I have given is shown to be false or deliberately misleading.

2. I am aware that the funding covers only this school year and that I must reapply next year. There is no guarantee that I will receive funding for future years even if I am eligible for the current year.

Signed (Student): Date:

Signed (Parent or Guardian named above): Date:

Please ensure the completed and signed application form and evidence, is returned to Mrs Leonard as soon as possible.

For academy use only (circle as appropriate):

Date Received:

Bursary Approved:
Yes
No

Bursary Type Approved:
Vulnerable Bursary
Discretionary Bursary
Discretionary Bursary – one off payment for something specific

Date of first payment:

Or Date for one off specific payment:

Authorised By: **Date:**

Additional Note