



Okehampton College

Post-16 Bursary Fund Allocation

Policy 2021/22



Purpose

The college has been allocated a cash-limited fund to provide financial support for those students most in need in order to support with their education. This is called the Post-16 Bursary Fund.

Types of Support Available

Two types of award are available for students who meet the stated criteria. Please note that documentary evidence must be provided to prove eligibility.

1. Guaranteed Award for Vulnerable Learners.

This is for any student who is: a Young Person in Care, a Care Leaver, a Young Person who is in receipt of Income Support (in their own right) or Disabled Young People in receipt of Employment Support Allowance who are also in receipt of Disability Living Allowance.

Eligible students from this category may receive a guaranteed bursary of **£1,200** per year if they have financial need to support their education.

2. Discretionary Awards

These awards are targeted at other students who are facing financial hardship and any bursary received will be dependent upon the funds available and the number of eligible applicants. Discretionary Awards will be based upon the following criteria:

Group 2A : Any student who is eligible for Free School Meals (FSMs) will qualify for a Discretionary Award.

Group 2B : Learner not in receipt of FSMs but who are from a lower-income family. We consider lower-income families to have a total family income of under £30,000 per annum.

We will also consider applications from students who do not fall into any of the above categories but who feel that there are genuine reasons for accessing additional funds.

Evidence of lower income must be provided through Tax Credit documentation or a P60.

Discretionary Awards will only be used to help learners meet costs related to participation in their programme of study. For example; books, transport, equipment, field trips, course materials etc. What you are claiming for must be shown on the application form or discussed in a bursary meeting. All applications from families who believe they are on lower incomes will be considered. These will be ranked and funds will be allocated according to the greatest need.

The Application Process

If you fall into category 1 or 2A we will notify you to tell you that you qualify for a Post-16 Bursary.

If you feel that you fit into category 2B or feel that there are genuine circumstances as to why you would need to access money from the Post-16 Bursary Fund, then an application should be made to the college using the application form found here:

<https://www.okehamptoncollege.devon.sch.uk/post-16-bursary.html>

The earlier in the college year an application is the higher the chances are of funds being allocated.

How and when bursaries will be paid?

Depending what the bursary is for will determine when and how money is transferred. For items/activities being ordered by the College then money will not go to the student as they will receive the item/activity directly. For example, if Post-16 Bursary Fund money was being used to pay for a school trip then the student would not receive actual money towards this, they would just have the trip paid for directly. Where possible this is the preferred method of using the Post-16 Bursary Fund.

If there is a situation where the college cannot directly order an item then money would be transferred to the student's bank account upon production of receipts. For example, if a student wanted to go to a university open day and wanted to claim for food expenses while they were away then they would pay in advance and then claim the money back by showing receipts.

Please note that we will not make payments unless we are sure that the money is being spent for genuine educational support purposes. We cannot issue funds into a student account unless this has been earmarked for a specific reason. We cannot issue cash. Please be aware that college P-16 and Finance teams will require at least three-weeks' notice to order items.

The Post-16 Bursary is subject to you maintaining an acceptable level of attendance and conducting yourself in a sensible manner whilst in College. If this is not upheld, we have the right to cease any future assistance from the Post-16 Bursary Fund.

Appeals

Appeals regarding the notification of awarded bursaries or the withholding of payments should be made in writing to Mr Ross Corkell (Head of Year 12 & 13). Upon receipt of this an appointment will be made for the student/family to discuss their appeal with Mr Corkell. If this appeal is not upheld, then the student has the right to a **final appeal** that will be held by Mr Griffiths or Mrs Mullins (Executive Principals) plus a member of the DMAT Finance Team. The outcome of this appeal is final.

Fraud

As this is public money any attempts to claim a bursary fraudulently will be referred to the Police. Where fraud is proved to have occurred all payments will be reclaimed and the student's place at college is likely to be withdrawn.

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NS/VJL