

Guidelines for the Administration of YPLA 16-19 Bursary Fund at Chew Valley School

General

1. These guidelines set out the arrangements for administering the YPLA 16-19 Bursary Fund allocation to Chew Valley School.
2. The guidelines will be reviewed prior to 2012/13, in the light of experience and any changes in Government policy. Chew Valley School cannot guarantee that individuals supported under this Fund in 2011/12 will continue to be funded in 2012/13, or funded to the same extent.
3. The Fund is administered in accordance with the YPLA 16-19 Bursary Fund - Guide for 2011/12 which provides full details of the scheme.
4. "The Fund is designed to help support those young people who face the greatest barriers to continuing in education or training post-16" (YPLA Guide)
5. Where young people are eligible for continued payment of the Education Maintenance Allowance (EMA) but not the "Guaranteed Bursary" (see below) the administration of the EMA is dealt with by a separate contractor. Eligible young people should automatically receive a renewal pack with or following their Notice of Entitlement.
6. The Fund will be used to pay Guaranteed Bursaries for eligible young people, and, *subject to funds remaining after Guaranteed Bursaries have been allowed for*, will be used to award Discretionary Bursaries. These will be targeted towards those facing the most significant financial barriers to participation.
7. Receipt of either type of bursary will be conditional on the student meeting agreed standards (conditions) set by Chew Valley School (see below), in accordance with the YPLA Bursary Guide.
8. To be in scope of either kind of Bursary, young people must normally be under 19 on 31 August 2011, must be on an appropriate course and meet certain residency criteria (Further details in YPLA Guide).
9. The scheme will be administered at Chew Valley School by the Sixth Form Administrator.
10. In its administration of the Fund, Chew Valley School will not discriminate against students on the basis of any protected characteristic as defined in current equalities legislation.

Guaranteed Bursaries

11. These have a full-year value of £1,200. Young people in care, care leavers, young people in receipt of income support and disabled people in receipt of Employment Support Allowance who are also in receipt of Disability Living Allowance, are eligible to receive a Guaranteed Bursary.
12. Payment of the Guaranteed Bursary is dependent on students meeting Chew Valley School's stated conditions in section 25 below.
13. Payment will normally be in *three* instalments, subject to the conditions being met.
14. Students who would have been eligible for continued EMA payments who are also eligible for a Guaranteed Bursary should not apply for the EMA but should be awarded a Guaranteed Bursary.
15. Students who are eligible for a Guaranteed Bursary must notify the head of sixth form or the administrator – Mrs Carr. Chew Valley School will make every reasonable effort to draw the attention of all sixth form students to the scheme and will accept letters of application for a Guaranteed Bursary.

16. Where a student in receipt of a Guaranteed Bursary needs equipment or materials for a course, these should normally be paid for from the Bursary, unless such items are provided to other students on the course, who are not themselves in receipt of some other grant, free of charge.
17. Applicants for Guaranteed Bursaries will be required to produce documentary evidence of their eligibility. Chew Valley School will advise the young people in question how to obtain this.

Discretionary Bursaries

18. Funds permitting, Chew Valley School will make discretionary awards that best fit the needs and circumstances of its students, to enable their studies - such as transport, books and equipment and other course-related costs such as essential course trips. Chew Valley School will make every reasonable effort to publicise the scheme and will adopt an application process which is clear and transparent.
19. Chew Valley School will assess the young person's actual need for financial assistance, before awarding a bursary, taking into account the young person's household income. Learners with a total household income below £20,000, or who face exceptionally challenging circumstances, will be eligible to apply for a discretionary bursary. Eligibility cannot guarantee an award, or any specific amount requested, either because of insufficient funds or because Chew Valley School judges other needs to have greater priority.
20. Applicants for discretionary bursaries will be required to produce appropriate proof of household income.
21. If circumstances change during the year such that a student is no longer eligible for consideration, a bursary may be withdrawn.

Applications for Guaranteed and Discretionary Bursaries

22. Most decisions about bursaries are likely to be made at the beginning of the Academic Year. A panel of Governors will make decisions for all applications received by the announced date in September.
23. Late joiners and applicants whose circumstances have changed may submit a late application at any time later in the year and allocations may be made if funds remain. A contingency will be kept in order to pay bursaries in these circumstances.
24. Chew Valley School will publicise details of the applications process on the school website.

Conditions

25. Students in receipt of Guaranteed or Discretionary bursaries will be expected to comply with Chew Valley School's policies in respect of attendance (at least 95%), lateness and behaviour, and will be expected to demonstrate commitment to their course through completion of work and engagement in class activities. If a recipient of a bursary does not meet these requirements (reviewed not less than termly, but as frequently as Chew Valley School considers appropriate) Chew Valley School will discontinue payment.

Payments

26. Payments will normally be by cheque. Payments will normally be staged over the year, with the release of payments dependent upon the student meeting Chew Valley School's conditions.
27. In deciding the frequency and basis of payments Chew Valley School will take into account the purpose of the bursary (e.g. the young person's circumstances, local administrative arrangements).

Availability of Funds

28. The Bursary scheme is dependent on funds provided by the YPLA, which are limited. These are unlikely to be able to meet all needs. The amount available for Discretionary Bursaries will be what is

left after Guaranteed Bursaries are paid. Discretionary awards will be made on the basis of Chew Valley School's assessment of need and priority. Funds may not be available for this throughout the year.

Formal Agreement between Chew Valley School and student

29. A student awarded a Guaranteed or Discretionary Bursary will sign an agreement with Chew Valley School undertaking to meet Chew Valley School's conditions, accepting the amount and basis on which it is to be paid, and undertaking to notify Chew Valley School of any change in his/her circumstances.

Fraudulent Claims

30. Where an application is found on investigation to have been made, or re-payment claimed, on the basis of false information, payment of the Fund may be discontinued. The individual concerned may be subject to disciplinary action and possible referral to external authorities. Chew Valley School may seek to recover any funds or goods obtained.

Decisions relating to the Scheme

31. Decisions to award bursaries, or to discontinue them, will be made by a panel of governors, on the basis of the information available. Their decision will be final.

Approved by:

Headteacher

Date

Chair of Finance Committee and Board of Governors

Date