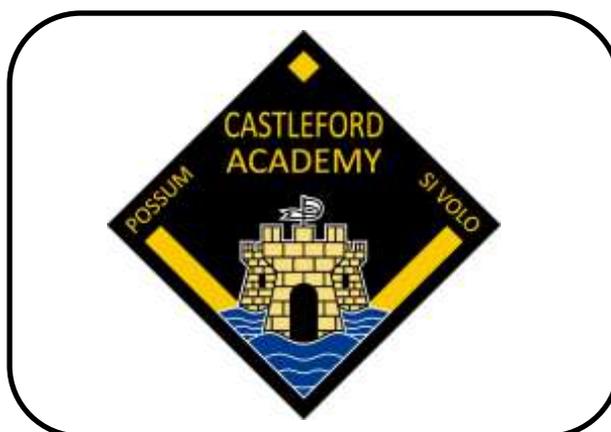




Castleford Academy



Bursary Fund Policy

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1. Castleford Academy 16-19 Bursary Fund Policy

The 16-19 Bursary Fund can provide financial support to help some students in their learning. Guidelines are set by the Education and Skills Funding Agency (ESFA).

Academies are responsible for awarding bursaries to students, deciding the amounts, dates of payments and setting conditions that students should meet in order to receive payments.

2. Criteria for ALL applications

2.1. Age

Students must be aged 16 or over but under 19 at the end of the academic year to be eligible for help from the bursary fund in any particular academic year. Students aged 19 or over are only eligible for discretionary bursary if they are continuing on a course they began aged 16-18 or if they have an Education, Health and Care Plan (EHCP). Students aged 19 or over are not eligible for an enhanced bursary in any case.

2.2. Attendance

Students must have satisfactory attendance and payments will be made based on attendance levels.

2.3. Financial need

Students should show that they have a financial need such as: meals, essential equipment, transport, course trips, interviews / open days. If there are no relevant costs to meet then Castleford Academy may refuse an application.

3. Enhanced Bursary

Students qualifying for an enhanced bursary may receive up to £1,200 per year. Students with a financial need may be eligible for an enhanced bursary if they are either:

- in care
- care leavers
- receiving Income Support, or Universal Credit because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them such as a child or partner.
- receiving Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right.
- an unaccompanied asylum-seeking child (UASC) – under 18 only. See separate 'Further information for Asylum Seekers' section for details.

4. Discretionary Bursary

Students eligible to receive free school meals may be eligible for a discretionary bursary.

5. Further information for Asylum Seekers

5.1. Accompanied asylum seeking children (under 18 with an adult relative or partner)

Accompanied asylum seeking children (those under 18 with an adult relative or partner) and those aged 18 and above are entitled to education, but not to public funds and therefore may not apply for a 16-19 bursary.



If an application for asylum has not been refused, students can contact the Head of Post 16 if they have a specific need. Payments cannot be made from bursary funds but Castleford Academy may be able to provide some support in-kind.

5.2. Unaccompanied asylum-seeking children (UASC) – under 18 only

Unaccompanied asylum-seeking children are treated as looked after children and are eligible for an enhanced bursary ('in care' group), where they have a financial need. Evidence must be provided as with all Bursary applications.

For more information about when these children turn 18 (adulthood) contact the Head of Post 16.

6. How to apply

If you think you are eligible to receive financial support through the 16-19 Bursary Fund, please complete an application form, available to collect from Student Support.

The initial deadline for applications to be returned is the second Friday of the first half term in order to receive the first payment on time. Students may apply after this date but applications may take up to 4 weeks to process.

Applications handed in after 30 September in any academic year will not be back dated.

Decisions will be notified by a letter addressed to the student.

For all applications received by 30 September, a decision letter will be issued by 11 October.

7. How payments are made

Payments can only be made into a bank account held in the student's own name. Payments are made by BACS transfer each half-term. Applications without student bank details will automatically be returned.

8. Payment amounts

8.1. Enhanced Bursary

Payment will be a maximum of £1,200 per year paid half-termly provided the student meets the required criteria and has financial need.

8.2. Discretionary Bursary

Successful students will receive an initial payment of £100 in September at the start of their course. This is to help with the initial costs of starting college such as books, transport, equipment etc. Students can then receive a maximum of £100 per half-term for the remaining 5 half terms. Payments will be subject to **satisfactory attendance and work performance**.

9. Payment dates

Payment dates for all bursaries in any academic year will be as follows:

- Payment 1 - 4th week of half term 1
- Payment 2 - 1st week of half term 2
- Payment 3 - 1st week of half term 3
- Payment 4 - 1st week of half term 4
- Payment 5 - 1st week of half term 5
- Payment 6 - 1st week of half term 6



10. Student withdrawals

If a student withdraws from their course, payments will be stopped from the date of the withdrawal. Castleford Academy reserves the right to ask for any monies paid in advance to be returned.

11. Appeals

To appeal a decision, a covering letter should be sent along with any relevant additional supporting evidence. Appeals are referred to the School Business Manager in first instance. Any further query is referred to the Director of Business.

12. Contact us

If you have any questions or for further information about the 16-19 Bursary Fund please email: admin@castlefordacademy.com or speak to Head of Post 16.