

# THE LATYMER SCHOOL

Founded 1624



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# THE LATYMER SCHOOL BURSARY FUND POLICY 2011/2012

Approved by Governors October 2011

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## **Background:**

The Educational Maintenance Allowance (EMA) was a means tested benefit giving a weekly payment to some students in fulltime education of £ 30, £20 or £10. The testing and payment was made by an outside agency but the school took responsibility to collect data on attendance and work and gave permission to pay. From September 2011 EMA will be “replaced” by a Bursary Fund. However it is not a replacement as the total sums are a lot lower and the responsibility for the administration of the fund is now entirely with the school. However, students in Yr 12 in 2010/11 who received the highest payment (Level 1) of £30 will continue to get a payment (reduced to £20) in Year 13 and it will be administered in the same way. Those students who are in receipt of this continued payment and also Free School meals may be eligible for an additional payment - see point 3 below. The Learner Support Service will inform those who are no longer eligible (those on £20 and £10 in 2010/11) to confirm the change but they will also be advising them that they may be able to receive support from the 16-19 Bursary Fund. Schools have been advised to hold a contingency fund equivalent to 10% of the total fund allocated to allow for changed circumstances and new applicants during the school year.

The 16-19 Bursary Fund has two elements:

### 1) Statutory Element

Young people in care, care leavers, young people in receipt of income support and disabled young people in receipt of Employment Support Allowance who are also in receipt of Disability Living Allowance will all be eligible to receive a bursary of £1,200 a year. Evidence needs to be provided by the student to the Sixth form Administrator Ms Daly. Such as a letter setting out the benefit to which the young person is entitled and/or written confirmation of the young person’s current or previous looked-after status from the local authority which looks after them or provides their leaving care services. To be eligible to receive a bursary the student must be aged under 19 on 31 August in the academic year in which they start their programme of study. The student should also be meeting all the requirements outlined in the sixth form contract. Therefore such factors as the following will be considered; attendance, punctuality, referrals, progress reports, the achievement of targets, feedback from subject teachers and feedback from the Head of Learning. The bursary will be paid monthly in arrears.

### 2) Discretionary Element

Discretionary bursary payments are available for students facing financial barriers to participation in essential educational activities. Students in receipt of Free School Meals will be entitled to this payment. Applications should be made to the London Borough of Enfield. For further information please see the following link: [http://www.enfield.gov.uk/info/4/education-grants/free\\_school\\_meals/31/free\\_school\\_meals/2](http://www.enfield.gov.uk/info/4/education-grants/free_school_meals/31/free_school_meals/2) It is the responsibility of the parents to inform the school immediately of any change in circumstances that mean that the student is no longer eligible to receive payments. To be eligible to receive a bursary the student must be aged under 19 on 31 August in the academic year in which they start their programme of study. The student should also be meeting all the requirements outlined in the sixth form contract. Therefore such factors as the following will be considered; attendance, punctuality, referrals, progress reports, the achievement of targets, feedback from subject teachers and feedback from the Head of Learning. The bursary will be paid weekly in arrears up to a maximum of £1,200. The sum will be calculated by dividing the Total Latymer Bursary Fund minus the statutory element and the 10% contingency divided by the numbers on FSM.

3) Year 13 students who were in receipt of the Level 1 EMA payment of £30 in 2010/11 will continue to receive a weekly payment of £20 for 36 weeks. Therefore the total for the year will be £720. If they are also in receipt of Free School Meals they may be entitled to a further payment from the Bursary Fund to ensure that Yr 13 students on FSM get the same payment as Year 12 students on FSM. This can be considered when calculating the payments in 2 above. If an adjustment is made for Yr 13 students then the payment may be made in arrears half termly.

Parents are entitled to appeal any decision in writing to the Headteacher. This policy will be reviewed annually in light of government Policy and is therefore subject to change. The awarding body will be auditing the school in “early 2012” and this may also result in changes to the policy.

Chris Wakefield 20th September 2011