

**Rotherham 16-19 Bursary fund policy statement:
ESF contracted providers without YPLA Contract arrangement.
August 2011**

Introduction

This policy statement sets out Rotherham Metropolitan Borough Council's (RMBC) policy for the administration and allocation of the 16-19 Bursary Fund (the Bursary) for young people accessing provision funded by ESF on behalf of RMBC, where providers do not hold a contract directly with the Young People's Learning Agency (YPLA), from August 2011.

NB: The allocation of Bursaries is subject to affordability and RMBC receiving the necessary funding from the YPLA.

1.0 Purpose of the Bursary

The Bursary replaces the Education Maintenance Allowance (EMA) and is available to young people in full or part time learning funded by the YPLA from August 2011, subject to meeting the eligibility criteria below.

The Bursary exists to help students to continue in education where they would otherwise be prohibited from doing so on financial grounds. The bursary is intended to enable a learner to continue in education and should not be viewed as an incentive to attract young people into learning or to a particular institution.

ESF provision funded by RMBC exists to engage, support and prepare young people who are not in education, employment, or training (NEET) to access mainstream education, training or employment (EET). This includes commissioning provision that removes any barriers young people face in making a successful progression into EET – for example, supporting travel costs, course equipment, exam fees, costs of placements, outdoor activities, visits and trips, etc.

As a result, RMBC will target the allocation of its Bursary for ESF learners towards those vulnerable young people who meet one or more of the following criteria:

- Young people in care
- Care leavers
- Young people in receipt of income support
- Disabled young people in receipt of Employment Support Allowance who are also in receipt of Disability Living Allowance.

Given the purpose of RMBC's ESF provision (with those providers that do not receive YPLA funding) to provide the necessary support to engagement and progression into EET by removing the barriers to learning, RMBC does not expect applications for the discretionary element of the bursary from this group of learners.

Bursary funding is subject to funds available at all stages.

3.0 Eligibility criteria

To be eligible, therefore to receive this Bursary from RMBC, you must be a young person aged under 19 on 31 August in the academic year in which they start their programme of study (where a young person turns 19 during their programme of study, they can continue to be supported to the end of the academic year in which they turn 19, or to the end of the programme of study, whichever is sooner). In general, bursaries will be paid only to young people who have reached the statutory school leaving age. In addition, you must be in one of the following vulnerable groups and provide the necessary evidence to confirm this:

- In Care
- Care Leavers
- In receipt of Income Support
- Disabled students in receipt of Disability Living Allowance AND Employment Support Allowance

£1,200 Bursary per year will be available, which will be allocated on a pro-rata basis of £40 per week, paid one month in arrears to the provider for the duration of the ESF funded programme, to a maximum of 30 weeks per learner per year.

The standards of behaviour, attendance or other specific conditions set by the programme deliverer must be met.

5.0 Application process

Rotherham Metropolitan Borough Council (RMBC) will seek to ensure that the funds available are:

- distributed fairly through a process which is transparent and easily understood;
- assessed and allocated to each individual's need, taking into account the financial circumstances of the applicant and the intended use of the fund; and
- used to widen access to, and participation in, post-16 education.

An application for Vulnerable Groups bursary should be completed by the young person, or by an advocate and **submitted to RMBC by the provider**. (Appendix 1)

Where a learner considers that they are eligible for a 'Vulnerable Groups Bursary', appropriate evidence must be supplied.

6.0 Payment process

Once a bursary application has been approved, upon receipt of a signed statement of payment being made to the learner (Appendix 2), RMBC will process the claim and reimburse the provider/deliverer by BACS on a monthly basis. It is recommended that the provider also uses a BCAS process to make payment to learners on a weekly or monthly basis as appropriate to individual learner need.

7.0 Data Storage and disposal

In accordance with the Data Protection Act (1998), personal information collected through the bursary application forms will be used solely for the purpose of determining eligibility for the 16-19 Bursary Fund. This data will be destroyed in agreement with RMBC's Data Protection and Retention policy.

8.0 EMA Transitional Arrangements 2011-2012

For students already claiming the EMA, Transitional Arrangements will be in place for 2011-2012.

[http://readingroom.ypla.gov.uk/ypla/ypla-16-19 Transitional Arrangements Guide for 2011-12-gn-Jul11-v1.pdf](http://readingroom.ypla.gov.uk/ypla/ypla-16-19%20Transitional%20Arrangements%20Guide%20for%202011-12-gn-Jul11-v1.pdf)

Students receiving £1,200 Bursary may not claim EMA Transitional payments.

9.0 Appeals process

Should learners disagree with the outcome of either their application for a bursary award or, where a payment has been withheld due to attendance/behaviour, they should follow the RMBC's complaints procedure. For details, contact the Complaints Manager on 01709 823738 or e mail cyps-complaints@rotherham.gov.uk

10.0 Policy Review

This policy will be reviewed annually in the Summer Term and amended accordingly taking account of any advice and guidance from the YPLA or DfE.

11.0 Approval

This policy was approved by:

The Director of Children and Young People's Services

Signature

Date