

## **LONDON COLLEGES' FRAMEWORK FOR NEW BURSARY FUNDS**

### **Statement of practice**

#### **Attendance**

- The bursary should be distributed on the basis of a minimum 90%\* attendance over the period of a term, excluding authorised absences, with the aim of moving towards 100% attendance

*\*Colleges may need to take account of individual students' circumstances in applying this threshold*

#### **Punctuality**

- The bursary should be distributed on the basis of a minimum of 90% punctuality over the period of a term

*\*Colleges may need to take account of individual students' circumstances in applying this threshold*

#### **Frequency of payment**

- The recommended payment intervals are:
  - Payment 1: the week immediately after October half term
  - Payment 2: the week immediately after February half term
  - Payment 3: around the May half term

*For Colleges that do not operate half term breaks, the timings will need to be expressed in terms of numbers of weeks into the respective autumn, spring and summer terms*

#### **Eligibility and evidence**

- Guaranteed bursary: as per YPLA guidance notes
- All students are eligible for a bursary if their parental income is below a certain level that will be determined by individual Colleges; the proposal is that the Free School Meals figure of £16,190 is the threshold used by London Colleges
- Colleges should operate an initial cut-off date for applications of 23 September 2011 in order to assess the initial demand for funds
- Colleges should continue to log applications in order to be able to demonstrate the total level of demands for bursary support from eligible students and to make the case for additional funding from YPLA contingency funds at an appropriate time
- Colleges should hold off on saying exactly how much each eligible student will receive until they have been able to assess the volume of applications received; however, in order to present a clear picture across London Colleges, it is recommended that each College makes a commitment to providing each eligible student with a minimum of £200 pa, with the caveat that the actual amount will depend on the availability of bursary funds in the College

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- Colleges are recommended to hold back say 10% of their available bursary funding for contingency purposes in order to be able to support eligible students who enrol outside the initial September start period
- Eligibility for the benefit should be based on the most current evidence of household income, either through benefits in employment

### Audit

- As per YPLA guidance notes

### Student contract

- The application form should constitute a signed contract which states the standards expected by the College and confirms the legitimacy of the evidence provided for household income
- Eligibility for the bursary should be accompanied by a signed contract that covers the above

### Communicating to students

- Colleges are recommended to use all relevant means for communicating with students about the new bursaries, including texting and emailing specific students and using the College's VLE