

To all Local Authorities

1 July 2011

Dear Colleague

16-19 Bursary Fund Allocation 2011/12

I wrote to you recently asking you to support the distribution of the 16-19 Bursary Fund to young people in your area. With that letter I sent lists of the Maintained School Sixth forms and other providers in your area for which we are asking you to administer bursaries.

I also asked you to support the distribution of the 16-19 Bursary Fund in three ways:

- i) Where your Local Authority is a YPLA funded provider in its own right, by awarding bursaries to students participating in that provision.
- ii) By passing designated amounts of funding to Local Authority Maintained School Sixth Forms.
- iii) By administering funds directly to other providers in your area that are maintained by the Local Authority (e.g. Maintained Special Schools and Pupil Referral Units) as well as other providers such as non-maintained Special Schools and small Private Providers. I explained that, for this third group, Local Authorities may choose either to passport the funds directly to the listed providers, or to hold the funds at Local Authority level, inviting applications from providers on behalf of young people.

I asked you to review the lists of Maintained School Sixth Forms and other providers and to raise any concerns by the 24th June.

Thank you for your feedback on the lists and your role in administering the bursaries. I am now pleased to be able to confirm the allocations for the above three categories on the enclosed Annexes as follows:

- Annex A : Local Authority's own allocation for its YPLA funded provision (the figure on Annex A includes the allocations to the providers on Annex C)
- Annex B : List of Local Authority Maintained School Sixth Forms and allocations
- Annex C : Details of Local Authority's own allocation and the allocations for other providers

The list at Annex C is not an exhaustive list of institutions where you might make a bursary award. The list is of institutions where there have previously been young people on EMA, which is the basis upon which we have calculated the allocation. In practice, some that previously had EMA students might actually not have much need of bursaries, whereas other institutions might have greater need. In the first instance we would encourage you to manage the award of bursaries to all non-maintained Special Schools and Private Providers in your area, within your overall allocation and within the eligibility criteria set out in the *16-19 Bursary Fund – Guide for 2011/12*.

Should you find that demand is greater than your allocation allows, the YPLA does hold a contingency and may be able to top-up, particularly if there are significant institutions that did not feature in the Annex C list. However, we will not be awarding any additional funding until the Bursary scheme has had time to bed in and we have a broad feel for the levels of demand for the contingency. We will collect data in January to enable us to review the allocations.

In many cases Local Authorities will be aware of schools within the area that are in the process of converting to Academy status. The principle to follow is that maintained schools retain that identity and should be treated as such until the point of conversion. Where a school that is identified on a Local Authority's Annex B or C converts to an Academy prior to August 2011, they will be removed from the Local Authority's allocation and the funding will be directed to the Academy direct from the YPLA. Where a school converts in September or at any stage later in the year, any payments up to the point of conversion will be made via the Local Authority. Subsequent payments will be made directly to the Academy by the YPLA, with corresponding reductions in the Local Authority's allocation. You may therefore want to arrange to stage payments to schools in line with the YPLA's payments to the Authority.

Providers have been advised to proceed to develop their own, local arrangements, including plans for communicating the 16-19 Bursary Fund to young people. They may wish to work with other providers in the local area to develop a common approach to the 16-19 Bursary Fund, or to take account of models such as those being developed by the Association of Colleges. Local Authorities also play a crucial role in raising awareness and understanding of the Bursary Fund, especially amongst the most vulnerable young people. Any action you can take now to ensure vulnerable young people (especially those still looking for a place in education for September 2011) know about the availability of the Bursary Fund will be extremely valuable. DfE will be producing some downloadable materials to support you – these will be made available on the YPLA website. I would also like to remind you about the *16-19 Bursary Fund – Guide for 2011/12* and the *Questions & Answers for Schools, Academies, Colleges, Training Providers and Local Authorities* both of which are available at www.ypla.gov.uk/learnersupport/16-19-bursary/.

Any other queries about the 2011/12 16-19 Bursary Fund allocations and the administration of the funding should be sent to 1619bursaryfund@ypla.gov.uk.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Peter Lauener', with a long, sweeping flourish at the end.

Peter Lauener
Chief Executive

Enc: Annex A – Local Authority allocation
Annex B – Allocations for Local Authority Maintained School Sixth Forms
Annex C – Allocations for Local Authority other Providers