



## **Sports Participation Fund Policy**

<b>FREQUENCY OF REVIEW:</b>	<b>Annually</b>
<b>RATIFICATION:</b>	<b>June 2018</b>
<b>APPROVED BY:</b>	<b>Oldbury Wells School Local Governing Body</b>
<b>DATE OF NEXT REVIEW:</b>	<b>June 2019 unless there is a material change</b>
<b>AUTHOR:</b>	<b>Director of Finance and Business Head of PE</b>

## **What is the Sports Participation Fund?**

At Oldbury Wells School we have many talented pupils who compete in a variety of sports at exceptionally high levels. At these high levels there is a lot of time and energy put in by parents and guardians to ensure that their child can continue receiving the training and equipment necessary. These factors, along with transport, accommodation and competition entry fees can be a large constraint for parents, and the PE department would like to offer some financial support to these families.

As a result, we have decided that there will be a 'Sports Participation Fund', whereby parents can apply for some financial support to help with their child's sporting endeavours at these highest levels. The money for this Sports Participation Fund will be raised through fundraising activities held during the school academic year, this money is being ring-fenced solely to support our higher achieving athletes within school.

## **Who is eligible to apply for Sports Participation Funding?**

To be eligible to receive a Sports Participation Bursary, pupils must be participating and representing club or school in national or international competitions, with a genuine need for support to participate at this level of competition. Students participating at local and regional level are not eligible to apply for a Sports Participation Bursary.

## **What can be funded?**

Examples of things that can be funded:

- Specialist equipment to support participation in the activity
- Travel for students going to and from competitions
- Accommodation support for students when taking part
- Competition entry fees for students named

Examples of things that can't be funded:

- Accommodation support for parents to spectate
- Local or regional competitions, such as West Midlands or Shropshire competition
- Parental entry as coach or spectator
- Food and drink when participating for either parents or competitors

## **Assessment**

- The Bursary Awards Panel will assess each application with supporting documentation in the strictest confidence. Any student who believes they are eligible for funding should complete an application form and hand it in to the Head of PE (Mr Farish) as soon as possible after selection to a national or international competition. Applications will be considered on a case by case basis. Parents will be notified once each case has been assessed and the Bursary Awards Panel have made a decision on the application.

## **NOTE:**

- *Applications can be accepted any time during the academic year.*
- *Pupils can apply for a maximum £100.00 each per academic year*

## **Bursary Fund Levels**

Allocation of funding will depend upon how much money is in the fund. We cannot allocate more than we have. There will be 2 levels of funding that pupils can apply for.

### **National Bursary (Level One)**

Students who are to participate in a national competition can apply for a National Bursary. This means that they can apply for up to £50.00 towards the costs of the representation.

An itemised bill will be required as evidence of what expenditure the Bursary would support. These payments will be made in arrears. There may be delays in some cases if there is any query regarding attendance.

An application form is available at the end of this document.

### **International Bursary (Level Two)**

Students who are to participate in an international competition can apply for an International Bursary. This means that they can apply for up to £100.00 towards the costs of the representation.

An itemised bill will be required as evidence of what expenditure the Bursary would support. These payments will be made in arrears. There may be delays in some cases if there is any query regarding attendance.

An application form is available at the end of this document.

### **Contingency Fund**

Students who successfully apply for either of the above levels will also be able to access a small emergency fund for exceptional circumstances if they can show identifiable financial need. There will be an application form available from the PE Office where all requests will be dealt with in the strictest confidence.

### **The Bursary Awards Panel**

Mr Farish (Head of PE) will act on behalf of the pupil and present the case to the Bursary Awards Panel.

The Bursary Awards Panel will normally meet three times per year (October, January and May to consider and review applications). Additional meetings may be held as necessary.

The Bursary Awards Panel consists of:-

Ms K Warner	Assistant Headteacher and Governor
Mrs K Cook	Director of Finance and Business
TBC	School Governor
TBC	Member of PE department

The Panel will consider each application and ensure that awards are granted fairly and equitably in accordance with the fund guidelines detailed in this Policy. The Panel will also meet to consider any cases where payments could be withdrawn and will recommend approaches taken in individual cases where temporary withdrawal may become necessary.

## **Application Procedure**

To make an application, parents/guardians of an eligible student should fill out an application form found at the end of this document then hand it into Head of PE, Mr Farish, upon completion.

After the application has been received, Mr Farish will then check to see that the student is meeting the conditions identified in the Policy. Mr Farish will log the application and organise a meeting of the Bursary Awards Panel. The Panel will consider each claim and make a decision in accordance with the fund guidelines. A brief explanation of the decision will be recorded on the form for audit purposes.

## **Payments**

Students are only eligible for payments if they are legitimately enrolled and attending Oldbury Wells School. Students should ensure they have a bank account in their name through which to receive funds.

Payment for the **National Bursary (Level One)** will be agreed on an individual basis. National Bursaries (Level One) will be made within 28 working days of the application being approved. Where direct payments are necessary, they will be made by BACS transfer into the student's own bank account or by cheque or cash (under £30 only).

Payment for the **International Bursary (Level 2)** will be agreed on an individual basis. International Bursaries (Level Two) will be made within 28 working days of the application being approved. Where direct payments are necessary, they will be made by BACS transfer into the student's own bank account or by cheque or cash (under £30 only).

All applications received will be considered by the Bursary Awards Panel. The Bursary Awards Panel reserves the right to award funding as it sees appropriate. The decision made by the Bursary Awards Panel on the level of funding awarded is final. The Bridgnorth Area Schools' Trust (BAST) Audit Committee will receive and determine only upon appeals where funding is refused.

## **Payment Appeals**

### **Guaranteed Bursary**

#### **National Bursary (Level One)**

Eligibility – Parents, guardians and students will have the right of appeal to the Bursary Awards Panel in all cases if it is felt the application has been denied without justification.

Issues with Payments – As payments are made directly to the student concerned, it is therefore the student who must contact the school in case of difficulty and not the parent. Students will have the right of appeal in all cases if it is felt the payment has been withheld without justification.

#### **International Bursary (Level Two)**

Eligibility – Parents, guardians and students will have the right of appeal to the Bursary Awards Panel in all cases if it is felt the application has been denied without justification.

Issues with Payments – As payments are made directly to the student concerned, it is therefore the student who must contact the school in case of difficulty and not the parent. Students will have the right of appeal in all cases if it is felt the payment has been withheld without justification.

## **Administration and Audit Requirements**

10% of the Bursary Fund allocation will be retained for emergencies until April of each year.

The School will retain all relevant documentation and evidence for audit purposes. The records will be stored securely for a period of 7 years after which all records will be confidentially destroyed.

## **Appeals Procedure**

The Bursary Awards Panel reserves the right to award funding as it sees appropriate. The decision made by the Bursary Awards Panel on the level of funding awarded is final. Applicants should be aware that funding available for discretionary bursaries (levels one and two) is limited.

Students who consider that their claim has been inappropriately assessed can appeal, in writing, within 4 weeks of the Panel's decision. This will be passed on to the BAST Audit Committee to be reviewed. Additional evidence to support the appeal may be required. The claim will be reassessed and the student informed of the decision in writing within 10 days of the Committee meeting.

Students who consider that their claim has been inappropriately withdrawn can appeal, in writing, within 4 weeks of the Panel's decision. This will be passed on to the BAST Audit Committee to be reviewed. Additional evidence to support the appeal may be required. The claim will be reassessed and the student informed of the decision in writing within 10 days of the Committee meeting.

The BAST Audit Committee will receive and determine only upon appeals where funding is refused. Appeals should be addressed to the Clerk of the Governing Body c/o Oldbury Wells School.

## **Confidentiality**

We will handle applications confidentiality and will make sure that students are not singled out (please talk to us if you are worried about this). Copies of information given in evidence to support applications will be retained by the school for audit purposes and will be kept confidentially.

## **Fraud**

If students and / or parents / carers provide false or incomplete information or we are not told about part of the household income that is relevant, the school reserves the right to deny or ask for reimbursement of funds.

## **Individual Responsibilities**

### **Student**

- a) Students making applications agree to provide accurate information and appropriate documentary evidence where needed.
- b) Students in receipt of an award should comply with school rules and regulations.

### **Head of PE**

- a) Oversees the administration of the fund.
- b) Assists the student to make an appropriate application.
- c) Ensures the form is completed appropriately and that documentary evidence is provided or confirmed where required.
- d) Ensures that reasons for the BAST Audit Committee's appeals decisions are accurately recorded.

- e) Notifies the student at the termly review dates as to whether attendance conditions are being met before making / withholding a payment.
- f) Acts as the first point of contact to receive any appeal.
- g) Liaises with the Director of Finance and Business to ensure timely payment of Bursary funds.
- h) Liaises with the Director of Finance and Business to ensure that audit requirements are met.
- i) Produces reports on administration of the fund for the BAST Resources Committee.
- j) Ensures that the Sports Participation Fund is publicised in an appropriate manner.

**Director of Finance and Business**

- a) Ensures funds are paid to students in accordance with the decisions of the Panel.
- b) Administers the cash-flow in accordance with audit and EFA requirements.
- c) Liaises with the Head of PE to ensure that audit requirements are met.

**Bridgnorth Area Schools' Trust, Resources Committee**

Receives a termly report from the Head of PE detailing the take-up against the criteria used and a financial analysis of the expenditure.

**Contact Us**

We are happy to help and guide you through the Sports Participation Fund Policy and if you have any questions or concerns please do get in touch;

Head of PE	Mr S Farish
Telephone	01746 765454
Email	<a href="mailto:stuart.farish@oldburywells.com">stuart.farish@oldburywells.com</a>
Website	<a href="http://www.oldburywells.com">www.oldburywells.com</a>

**Review of the Policy**

This Policy will be reviewed annually by the Oldbury Wells Local Governing Body in accordance with recommendations from the school's audit services and EFA requirements.

**Appendices**

1. Application form
2. Letter to students

The Sports Participation Fund Policy has been adopted by the Oldbury Wells Local Governing Body

Signed \_\_\_\_\_  
Chair of Oldbury Wells Local Governing Body

Dated \_\_\_\_\_

Signed \_\_\_\_\_  
Headteacher

Dated \_\_\_\_\_



**Oldbury Wells School Sports Participation Fund Application 2017 – 2018**

**Please read the Oldbury Wells' Sports Participation Policy before completing this form.**  
(Available on our website or from the PE Office)

**Student Details**

Surname	
Forenames	
Address	
Postcode	
DOB	

**Discretionary Bursary – Levels 1/2** – please tick which level of payment you are applying for:

**Level One – Discretionary National Bursary**

<b>Level One</b> – Identified students eligible for a discretionary national bursary <input type="checkbox"/>	
Amount applied for (maximum £50.00)	

**Level Two – Discretionary International Bursary**

<b>Level Two</b> – Identified students eligible for a discretionary international bursary <input type="checkbox"/>	
Amount applied for (maximum £100.00)	

Please briefly outline the nature of the expenses to be covered by the discretionary bursary funds. Receipts for any items purchased must be attached for audit purposes. *(Please see Mrs Cook for further information)*

Transport requirements	
Accommodation costs	
Entry fees	
Specialist equipment costs	

**Bank Account Details** *(Required for Levels One and Two applications)*

Where bursary payments are made to a bank account, they will only be made to the student's bank account. Payments may be made to a joint account, as long as the student is one of the account holders.

You **must** attach an original account statement, letter or form from your bank or building society that shows your name, account number, sort code, and home address. Mr Farish will photocopy the documents and return the original documents. The photocopies will be held in a secure location.

**Student Bank or Building Society Details**

Please complete the table below:

Full name of account holder (this should be as it appears on your cash or debit card, or statement)	
Name of Bank or Building Society	
Branch address	
Sort Code	___ - ___ - ___
Account Number	

*Your account number may not be the same as the cash or debit card number; you can find it on a bank or building society statement. Most account numbers are 8 digits long. If you are unsure your bank or building society can advise you.*

**I/we confirm that the details provided to support this application for a Sports Participation Bursary are true and accurate\*\*. I/we understand that the above named student must comply with the terms of the Oldbury Wells School Sports Participation Fund Policy, and that funds may be withheld if they fail to do so.**

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

(Student)

Please print name \_\_\_\_\_

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

(Parent/Guardian)

Please print name \_\_\_\_\_

**\*\*** Please note that giving false or incomplete information which leads to incorrect or overpayment may result in the stoppage of future payments and the recovery of funds that have already been paid. It may also result in a referral to the police with the possibility of the student/or their family facing prosecution

**This information was correct at time of print but may be subject to change.**

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<b>PE Use Only</b>			
Date Application Received		Supporting documentation provided, photocopied and returned	
Date Application Reviewed		Level of Bursary agreed	
Comments/Notes			



Ref: SF/KC

1 March 2018

### **SPORTS PARTICIPATION FUND**

Dear Parents/Guardian/Student

At Oldbury Wells School we have many talented pupils who compete in a variety of sports at exceptionally high levels. At these high levels there is a lot of time and energy put in by parents and guardians to ensure that their child can continue receiving the training and equipment necessary. These factors, along with transport, accommodation and competition entry fees can be a large constraint for parents and the PE department would like to offer some financial support to these families. As a result, we have decided that there will be a 'Sports Participation Fund', whereby parents can apply for some financial support to help with their child's sporting endeavours at these highest levels.

To be eligible to receive a Sports Participation Bursary, pupils must be participating and representing club or school in national or international competitions, with a genuine need for support to participate at this level of competition. Students participating at local and regional level are not eligible to apply for a Sports Participation Bursary.

Examples of things that can be funded:

- Specialist equipment to support participation in the activity
- Travel for students going to and from competitions
- Accommodation support for students when taking part
- Competition entry fees for students named

Discretionary Bursary payments will depend on personal circumstances, will be set by the school and will be paid in arrears.

Should you wish to apply for a Bursary, there will be an application form available from the school website. In order to assess your eligibility for a Bursary, you will need to complete and return the form to Mr Farish, Head of PE. All applications will be assessed by the school and you will be advised of the outcome once a decision has been made.

Should you have any further questions, please feel free to email me.

Yours sincerely

Mr S Farish  
Head of PE

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**T:** 01746 765454

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