



## UTC Cambridge Pupil Premium and Pupil Premium Plus Policy

Lead member of SLT: HRM/Business Manager  
Designated Governor: Finance and Audit Committee Chair

### Legislation and reference:

EFA Academies Financial Handbook [Academies Financial Handbook 2015 - Publications - GOV.UK](#)  
Children's Act 1989  
Data protection Act 1998

### Associated documentation

EFA Pupil Premium Guidance  
Cambridgeshire County Council Pupil Premium Plus

### UTC Cambridge Vision

UTC Cambridge: Delivering Future Scientists

### UTC Cambridge Mission

Through an innovative curriculum, developed with leading scientists from industry and academia, UTC Cambridge builds bespoke learning solutions delivered in a state of the art science and technology environment that empowers students to manage their academic and career development.

### UTC Cambridge Values

We set ourselves challenging goals, are agile and resilient, to achieve our personal best.  
By respecting one another we enhance our experience and benefit from different perspectives.  
We take individual responsibility, ensuring team delivery.  
By respecting our environment, our world, we make a difference.  
We celebrate positive contribution and aspire to excellence.  
We are morally and ethically responsible in scientific and environmental innovation.

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**Review date: August 2016**

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## 1. Introduction

- 1.1. The purpose of this policy and procedure is to clarify the disbursement of Pupil Premium offered by UTC Cambridge hereafter known as UTCC.
- 1.2. UTCC is committed to providing funding support where it is available and we would actively encourage learners to apply for support where appropriate, in accordance with UTCC policies.

1.3 Pupil Premium was introduced in April 2011 by the government to support young people and to:

- raise the attainment of disadvantaged pupils of all abilities to reach their potential
- parents in regular armed forces who are in receipt of Child Pension from the Ministry of Defence.

1.3. Pupil Premium consists of two funding streams however a student will only be eligible for one stream at a given time. The two streams are:

- Pupil Premium or
- Pupil Premium Plus.

1.5. This document should be read in conjunction with the EFA 16-19 Bursary Guidance.

## 2. Aims of the Policy

- 2.1. This document sets out the arrangements governing the disbursement and eligibility criteria of pupil premium grant and pupil premium plus.
- 2.2. The aim of this policy outlines a fair, equitable and objective criteria for applications.

## 3. General Principles

- 3.1. Pupil Premium is funding from the government which is allocated to every school in addition to their main school funding.
- 3.2. UTCC is free to spend the Pupil Premium Grant at their own discretion, as they believe is appropriate, to assist these young people.
- 3.3. There is no requirement for the pupil premium to be spent on individual students simply because they meet the eligibility criteria, However it is expected that the funding will be used to support, where necessary, students in this group to make the same progress as their peers.
- 3.4. Pupil Premium Plus is allocated on the basis of learning need as set out in the Personal Education Plan. This funding is for the provision of additional interventions and learning resources tailored to the individual student need and is not intended to replace services or resources that are already provided.
- 3.5. All expenditure from the Pupil Premium Plus will be spent in consultation with the Director of Student Progress and the UTCC Principal.
- 3.6. Pupil Premium Plus will not be used to pay for or as eligibility for funding trips or visits as part of the curriculum organised by UTCC. If trips and visits are related to exam coursework, then a donation can be requested by letter to the principal.
- 3.7. An application for Pupil Premium or Pupil Premium Plus does not mean an entitlement to a bursary.
- 3.8. Awards are a contribution to course related compulsory costs and will not necessarily cover all your additional financial needs.
- 3.9. Each application will be assessed and if funds are available, an award will be allocated subject to meeting the UTCC's eligibility criteria.
- 3.10. As funds are limited, it may be necessary to review pupil premium funding at any point during the academic year and this may result in a cease of funding for an individual.
- 3.11. The financial contribution is only to support items which are considered essential to complete the student's course.
- 3.12. If a student is eligible for a bursary, Pupil Premium and Pupil premium plus awards paid by UTCC for any item will be count as part of that student's bursary.
- 3.13. There will be no support for any overseas visits.
- 3.14. Any award for ICT items may be deemed the property of UTCC and students will be requested to

return it at the end of each academic year or if they withdraw early.

- 3.15. Attendance and behaviour will be monitored. Should a learner not achieve the required standard, then interventions and/or sanctions may be used to improve outcomes. These may include bursary payments being withdrawn.

## 4. Eligibility

4.1. Pupil Premium will be available to:

- Students recorded in the previous January census who are known to be eligible for free school meals as deemed by the Local Authority.
- Students have been resident in the UK or EEA for the past three years and have parents/guardians who are claiming:
  - Child Tax Credit with an annual income of below £16,190
  - Income Support
  - Income Based Jobseekers Allowance
  - Income Related Employment and Support Allowance
  - Guaranteed element of State Pension Credit
  - National Asylum Seekers Support
- Students from parents who are in receipt of a child pension from the Ministry of Defence.

4.2. Pupil Premium Plus will be available to:

- Students who are a Looked-after children (LAC) as defined in the Children Act 1989 as one who is in the care of, or provided with accommodation by an English local authority.
- Students who have ceased to be looked after by an English local authority because of adoption, a special guardianship order, a child arrangements order or a residence order.

4.3 Applications can be made either by filling in a Cambridgeshire County Council form or by completing a UTCC Financial Support Form.

## 5. The Application Procedure

- 5.1. Students and or parents must complete the relevant application form and return to the UTCC Finance Coordinator.
- 5.2. All sections of the relevant application form must be completed otherwise a decision may be delayed until the form is completed.
- 5.3. Current evidence dated within the last six months to support the application must be submitted.
- 5.4. Evidence must confirm the same address as that of which the students resides.
- 5.5. Students/parents will receive written confirmations within 15 working days of the outcome of their application and whether further information is required.
- 5.6. All awards will be processed by the Finance Coordinator and authorised by the Principal.
- 5.7. In exceptional circumstances where a decision cannot be made, the case will be referred to the chair of the UTCC Finance and Audit committee.

## 6. Disbursement of Funds

- 6.1. UTCC research has shown that the following aspects have moderate to high impact on student progress and therefore a focus on these form part of the strategic approach to improving outcomes for our students.
  - 1:1 and small group support.
  - Contribution towards text books and revision guides.
  - Contribution towards trips and visits as part of the curriculum.
  - Enhanced contribution towards the cost of public transport in order to improve attendance.
  - Additional personal ICT provision to support independent learning and research.
  - Breakfast Club provision from 8.00-8.30am.
- 6.2. Attendance and behaviour will be monitored. Should a learner not achieve the required standard, then interventions and/or sanctions may be used to improve outcomes.
- 6.3. Funding contributions towards text books, revision guides, trips and visits and breakfast club will be transferred internally.
- 6.4. Enhanced funding contributions towards the cost of public transport will be paid upon UTCC receiving either receipts or tickets. Payment will be made through BACS into a UK bank account on a monthly basis.
- 6.5. ICT provision will be loaned by the UTCC IT department.

## 7. Appeals

- 7.1. Where an application for support has been refused, the student/parent will be notified in writing of the decision and will be provided with the reason for not meeting the criteria. All appeals will need to be made in writing addressed to the Principal who will respond within 15 working days.

## 8. Management of the Fund

- 8.1. The UTCC Finance Coordinator will be responsible for ensuring that a suitably robust recording system is in place that shows each individual application and transaction.
- 8.2. The recording system will ensure information is available on current expenditure, free funds and committed funds.
- 8.3. This will be available for review by the Principal at any time.

## 9. Storage of Records

- 9.1. All records must be kept at all times in a locked filing cabinet in accordance with the Data Protection Act 1998.
- 9.2. Records will be kept for six years from the end of the academic year in which the application was made before being destroyed in accordance with the Data Protection Act 1998.

## 10. Monitoring of Progress

- 10.1. UTCC will closely monitor the progress of pupil premium students throughout the year and will report on Pupil Premium funding in accordance with the DoE guidelines.