



*Achievement for all*

## 16-19 Bursary Fund Policy Statement

Adopted/Reviewed: September 2020

Date of Next Review: September 2021

Signed: .....  
(Head Teacher)

Date: .....

Signed: .....  
(Chair of Governors)

Date: .....

# Sherburn High School

## 16 – 19 Bursary Fund

### Policy Statement

#### Introduction

The 16-19 Bursary Fund exists to help students continue with and complete their course where they would otherwise be prohibited from doing so on financial grounds.

The Bursary is intended to help with the hardship needs of individual students. Its intent is to “enable” a learner to continue with his or her education and should not be viewed as an incentive to attract young people into learning. Generally, awards from the Bursary will be used towards essential course related costs such as books, equipment, travel, field trips, visits and other costs associated with living and learning. Sherburn High School will seek to ensure that the funds available are:

- Distributed fairly through a process which is transparent and easily understood.
- Information about the process for application and consideration is available from the Finance Office
- Assessed and allocated to each individual’s need, taking into account the financial circumstances of the applicant and the intended use of the award
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- Used to widen access to, and participation in, sixth form education.

16-19 Bursary Funding and the guidance concerning the administrative arrangements, priority groups for support and monitoring arrangements is issued by the Education Funding Agency (EFA). This gives a broad overview of the Fund on the whole and instructs schools on the appropriate use of the funding.

Students must be over 16 under 19 years of age at 31<sup>st</sup> August prior to the new term starting in September to qualify for Bursary Funding

*Please note: there may be a limited amount of funding which means that it will not be possible to support every application and priority will be given to those students from the families with the lowest household income and/or highest demonstrated need.*

#### The 16-19 Bursary Fund has two elements:

##### 1. Priority Groups (Defined Vulnerable Groups)

The following students will be eligible to receive a bursary of £1,200 per year, if agreed standards of behaviour and attendance are met:

- young people who are looked after children in the care of the Local Authority or foster parents
- care leavers
- those young people who receive Income Support or Universal Credit Payment in their own name
- disabled young people in receipt of both Employment Support Allowance and Disability Living Allowance or Personal Independence Payment in their own name

Attendance and behaviour standards (Criteria for Bursary Fund Payments) can be found in the publications sixth form section on the school website. This aligns with that expected of all students attending Sherburn High School.

## 2. Bursaries for other Young People (Discretionary)

These awards will be targeted towards young people facing financial barriers to participation in sixth form studies. Priority will be given to those young people from the families with the lowest household income. All students receiving free school meals or have siblings who are in receipt of free school meals will automatically be deemed eligible for funding. Agreed standards of behaviour and attendance should be met.

Students apart from those in the Priority Group, may also apply for assistance from the Bursary Fund. However, receipt of Priority Group funding will be taken into consideration in assessing any further awards.

### Application Process

- Step 1: Completed *financial assessment forms* together with evidence required to assess eligibility should be returned to the Finance Office. Students will be notified in writing as soon as possible whether or not they are eligible to receive funding.

Once confirmation of *financial eligibility* is received:

- Step 2: *application forms for the Bursary Fund* should be completed and returned to the finance office
- Step 3: Students will be advised as to the outcome of their applications
- Successful applicants will have the books, equipment or other resources provided by the school
- Cash payments or re-imburement of costs will be considered but only in exceptional cases
- Students in the priority group will receive direct payments on a termly basis
- Unsuccessful applicants will have the right of appeal
- All applications will be treated in the strictest confidence

### Awards Process

Bursary awards are made for specified course related costs and/or other costs viewed as presenting a barrier to the individual learner's participation in education. The amount of each award will be assessed and disbursed on an individual, case-by-case basis as detailed in the individual's application form.

The school will offer bursaries in the form of non-cash "in kind" payments where appropriate, such as travel vouchers or meal vouchers, attendance on course related school trips etc. Any equipment purchased by the school for use by an individual learner remains the property of the school and must be returned upon completion of or withdrawal from the course.

The school may also offer an award in the form of a short-term loan to help a learner bridge a temporary financial hardship where this is deemed appropriate and agreed by the learner. In this case, the school will draw up an agreement with the learner clearly stating the use of and the conditions surrounding the reimbursement arrangements which the learner should sign indicating he or she understands the conditions of the loan. The learner should be able to provide evidence that the award has been used as intended.

Confirmation will be sought from tutors to determine which equipment is essential for each course

In line with the "something for something" ethos, receipt of bursary payments are conditional upon a student meeting attendance and behaviour standards which are agreed in advance and set out in the Post 16 Behaviour and attendance criteria which is available on the school website. This aligns with that expected of all students attending Sherburn High School.

Where the learner does not meet the agreed attendance or behaviour standards, which will be monitored on a weekly basis, the school will make every effort to advise the learner and help resolve any issues but retains the right to rescind or suspend bursary payment(s).

## **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 write a letter of appeal to the Business Manager.

All appeals will be considered by the Head of Sixth Form. Your letter of appeal should include your name and form and the reasons for your appeal. Any additional information you wish to provide that you feel is relevant to your application can be attached. Written confirmation of the outcome of the appeal will be sent out within 10 days of the Appeal being considered.

## **Review of Policy**

This policy will be reviewed on an annual basis, taking into account the views of the school, young people and their parents and guidance from the Department for Education and the Education Funding Agency.