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**Post 16 Bursary Fund Policy**

#  Policy Reviewing

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| **Policy Status/Review Programme** | **Optional / Every 2 Years**  |
| **Reviewed by SLT** | **November 2018** |
| **Ratified by Governors** |  |
| **Effective from** |  |
| **Review scheduled for** | **Summer 2020**  |
| **Responsible Person** | **Assistant Headteacher (Head of Sixth Form)** |
| **Responsible Governor Committee**  | **Teaching and Learning**  |

**Status:** Optional

# Purpose

To ensure the fair distribution of the Post 16 Bursary fund in order to ensure that all students can access post 16 education without financial barriers, thereby helping to close the attainment gap.

# Who/What should be consulted

## Staff

## Governors

## Students

## Education Funding Agency

# Relationship to other policies

Admissions

Inclusion

Behaviour and Attendance

Accessibility

Assessment, Recording and Reporting

Curriculum

Educational Visits

Financial Regulations

Prevent

Race Equality

Single Equality Policy

Teaching and Learning

Work related learning

# Roles and Responsibilities

## There should be an implicit understanding that:

## **Students** will make applications for support using the agreed forms and provide evidence

## to support their application where relevant.

## **Parents** will support their child’s application to the fund and provide evidence where

## appropriate.

## **Head of Sixth Form** will make decision on the award of Bursaries in association with

## other professionals.

## **Sixth Form Administrator** will oversee the administration of the fund, including the

## collation of evidence of eligibility. He/She will also keep detailed records of any awards made.

## **Business Manager** will agree awards made by the Head of Sixth Form. They will also detail the level of funding allocated to the school.

## **Finance Team** will make payments to students as directed.

## **Headteacher** will review any complaints made about bursary applications.

## **Governors** will oversee the policy and its implementation.

**Post 16 Bursary Fund - Procedures**

## **Introduction** – The aim of the fund is to reduce financial barriers to further study and close the attainment gap between poorer families and those from more affluent backgrounds.

## **Eligibility** – The fund aims to support those at the greatest financial disadvantage or those in defined vulnerable groups. A small emergency fund will also be retained to support exceptional circumstances. To qualify for support the young person must be aged 16 or over and under 19 on 31st August for the year of study and be following a provision which is subject to Ofsted inspection and funded by the EFA.

## All students who are in the defined vulnerable groups (currently those in care; care leavers; young people in receipt of Income Support or Universal Credit; and disabled young people in receipt of Employment Support Allowance who are also in receipt of Disability Living Allowance or Personal Independence Payments) will be entitled to a bursary award.

## Discretionary awards will be made to support student participation. They may support the costs of transport, meals, books, equipment and educational visits. Any student may apply for a discretionary bursary however they will be expected to demonstrate financial hardship via receipt of support such as free school meals, Pupil Premium, evidence of income support, Child tax credit, job seekers allowance, employment support allowance, state pension credit, support under Part IV of the Immigration and Asylum Act 1999.

# Evidence of Eligibility – The Sixth Form administrator will keep records of all applications for support and where relevant will retain copies of evidence relating to entitlement.

# Standards for payments – In order for students to receive Bursary payments they will be expected to meet certain minimum standards.

## Attendance of lessons and tutor sessions above 93% and unauthorised absence of below 3%

## Completion of homework and independent study tasks

## Good behaviour including not being subject to any exclusions or other disciplinary action

## High levels of effort determined by not having effort grades below a 3 on the progress check.

## **5.**  **Timing / method of payments –** Awards will be made on a termly basis. Where the school is able to purchase the items required they will do so and then give the items to the student. This includes items such as books and bus passes. If it is possible for the school to make use of the items for other disadvantaged students after the student has left school we will ask for it to be returned. Payments may be made in equal instalments depending on the amount awarded. If a student’s eligibility changes during the period of the award, the school may withhold any outstanding balance. If a student wishes to use the bursary for a one off purchase they can request their annual payment in a lump sum, it will be at the discretion of the Head of Sixth Form if this is allowed. The school will manage the levels of award to ensure that there is sufficient funds to support all eligible students who apply throughout the course of the year.

## **6. Application Process –** There will be an application round at the start of each term for bursary payments. Students will need to submit the form by the relevant deadline (this will be published to students and will usually be the 2nd week of the term). Students will need to demonstrate as part of their application the level of need they have in relation to their request for support. Students with a need for financial support which arises throughout the term will be considered as soon as possible to their request.

## **7.** **Under-spend –** Any under spend in bursary allocations will be rolled over to the following year.

## **8. Administration Costs –** A 5% sum of the bursary allocation will be retained by the school to cover the costs of administration.