

Post 16 Bursary Fund Policy

Policy Reviewing

Policy Status/Review Programme	Optional / Every 2 Years
Reviewed by SLT	July 2022
Ratified by Governors	
Effective from	July 2022
Review scheduled for	Summer 2024
Responsible Person	Assistant Headteacher (Head of Sixth Form)
Responsible Governor Committee	Teaching and Learning

Status: Optional

1. 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.

2. Who/What should be consulted

Staff
Governors
Students
Education Funding Agency

3. 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

4. Roles and Responsibilities

There should be an implicit understanding that:

Students and parents/carers will make applications for support using the agreed forms and provide evidence to support their application where relevant.

Parents/Carers 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. They will also detail the level of funding allocated to the school and log how the funding is spent.

Finance Team will agree awards made by the Head of Sixth Form and make payments to students or purchase equipment/resources/ pay for educational visits as directed.

Headteacher will review any complaints made about bursary applications.

Governors will oversee the policy and its implementation.

<h2>Post 16 Bursary Fund - Procedures</h2>
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1. **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.
2. **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.
 - 2.1 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.
 - 2.2 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, personal independence plan job seekers allowance, employment support allowance, state pension credit, support under Part IV of the Immigration and Asylum Act 1999.
3. **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.
4. **Standards for payments** – In order for students to receive Bursary payments they will be expected to meet certain minimum standards.
 1. Attendance of lessons and tutor sessions above 96% and unauthorised absence of below 2% in the preceding term
 2. Completion of homework and independent study tasks
 3. Good behaviour including not being subject to any exclusions or other disciplinary action
 4. High levels of effort determined by having effort grades of 2 or above.
5. **Timing / method of payments** – Awards will be made on a termly basis or when the resource/funds are required (eg school trips). 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** Students apply for the fund as the need arises. Their application will be reviewed within 10 days of receipt. Students will need to demonstrate as part of their application the level of need they have in relation to their request for support. The student and their parents/carers will be informed if the application has been successful within 15 days.

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.