

# 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 equipment, travel, field trips, visits and other costs associated with learning.

Hazelbeck School will seek to ensure that the funds available are:

- Distributed fairly through a process that is transparent and easily understood. Information about the process for application and consideration is available from staff in the admin office.
- Assessed and allocated to each individual’s need, taking into account the financial circumstances of the application and the intended use of the award.
- 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 and Skills Funding Agency (ESFA). This gives a broad overview of the Fund and guides schools on the appropriate use of the funding.

*Please note: there is a limited amount of funding which means that it may not be possible to support every application.*

## The 16-19 bursary funds have two elements:

### 1. Priority groups

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

- Young people who are children looked after children in care for the Local Authority or foster parents
- Care leavers
- Those young people who receive income support
- Disabled young people in receipt of both Employment Support Allowance and Disability Living Allowance
- Young people who receive a universal credit payment in their own name
- Disabled young people in receipt of both employment support allowance and a personal independence payment in their own name

Attendance and standards are set out in the Sixth Form Home School Agreement.

These align with that expected of all students attending Hazelbeck School. If a student’s attendance is below 80% and there is medical evidence to support this absence a Category 1 bursary may still be awarded. However, if attendance is below 60% the bursary will not be awarded irrespective of the reasons as the bursary is for educational purposes.

## 2. Bursaries for other young people

These awards will be targeted towards young people facing financial barriers to participation in sixth form studies. After awards to students in the priority group Category 1, discretionary awards will be given to those young people from the families with the lowest household income. Agreed standards of attendance should be met (as detailed in the Sixth Form Home School Agreement).

Students from the Priority Group may also apply for additional 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 and application forms should be returned to the office for confirmation of eligibility (where they will be treated in the strictest confidence).

### Step 2

Applicants will be advised as to the outcome of their applications.

- Students in the priority groups will receive direct payments periodically by cheque made payable to the student's bank account
- Successful Bursaries for other Young People applicants will have the cost of books, equipment or other costs reimbursed by the school
- 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
- Receipts or proof of purchase must be submitted to enable reimbursement
- Unsuccessful applicants will have the right of appeal

## Awards process

Bursaries for other Young People awards are available to reimburse specified course related costs and/or other costs viewed as presenting a barrier to the individual learner's participation in education.

The School will offer Bursaries for other Young People in the form of non-cash "in kind" payments where appropriate, such as travel vouchers, attendance on 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.

Attendance requirements generally align with the conduct standards expected of all students who are part of the Hazelbeck School community and can be found in the Sixth Form Home School Agreement. Where the learner does not meet the agreed attendance standards, which will be monitored on a daily basis, the school will make every effort to advise the learner and their family and help resolve any issues but retains the right to rescind or suspend bursary payment(s).

## Appeals process

All appeals will be considered by the Head Teacher and Deputy Headteacher. Your letter or email of appeal should include your name or your child's name and base 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 from time to time – as necessary, taking into account the views of the school, young people and their parents and guidance from the Department for Education and the Education and Skills Funding Agency.

This document will be reviewed every 2 years but may be reviewed and updated more frequently if necessary.

It will be approved by Hazelbeck Local School Committee and the Headteacher.