



Post 16 Learner Support Bursary Policy

Purpose of Post 16 Bursary Support

Bursaries are designed to help young people overcome financial barriers to participation in Post 16 education, funding is allocated by the Department for Education.

Learner Support Bursary Eligible Groups

There are two types of Bursaries available to students (Guaranteed Award and Discretionary Award) eligibility must be met by the set criteria (providing documentary evidence where required).

Defined Groups Award Application

The following students will be eligible for a bursary of at least £1200 a year – Student in Care, Care Leaver, Student receiving Income Support or Universal Credit and Student receiving Disability Living Allowance or Personal Independence Payments. Written confirmation of the young person's looked after status or evidence of receipt of the above benefits will be needed to support the payment of a Defined Groups Award. Please see the Head of Sixth Form at the start of the academic year and before the end of September and submit the relevant evidence with the completed application form.

Discretionary Award Application

Due to the limited fund available, Discretionary Awards are targeted at those students who are facing the greatest financial hardship. The following priority groups are used to manage applications:

Priority Group 1: Students eligible for Free School Meals

Priority Group 2: Students who are not eligible for Free School Meals but who are from a low income family and in receipt of Tax Credit or Universal Credit.

Household income of £16480 or less

Priority Group 3: Students who are not eligible for Free School Meals but who are from a low income family.

Household income of £16481 to £30000

Priority Group 4: Extreme Circumstances – please see Mr Gerry Head of Sixth Form

(This is for Learners who do not exactly satisfy the above criteria but are in a position of financial hardship that can be verified with evidence. The Bursary Fund Committee will consider the application for support).

Evidence of Entitlement

Free School Meal Award, Tax Credits form, 3 months Universal Credit Award statement, Payroll P60 will be required to support applications to the 16 -19 Bursary Fund. Please submit relevant evidence in addition to the application form which should be submitted to Sixth Form Office. Other criteria used will be attendance with the percentage attendance figure determining the proportion of any award paid and progress within subjects.

Satisfying the above eligibility criteria cannot guarantee funding to any learner, and the school will consider other factors including the purpose for which funding support is requested and the budget available. Discretionary Awards will only be used to help learners meet costs related to participation in their individual course of study, for example transport, books, equipment, materials, essential trips, meals whilst attending their course etc.

Administration of Payments

Payments will only be paid into a student's own bank account. Students should arrange a personal bank account at the earliest opportunity. Students receiving funds will not be identified to teaching departments. Where a bursary has been approved, payment will be spread over the three terms in which the application was made.

Payment will be made to students in accordance with their attendance and performance.

Bursaries will be paid at the end of the half term in which application was made. Attendance will continue to be recorded lesson by lesson on SIMS by teaching staff.

Opening and Closing Dates for Application

For students enrolling at the start of the academic year, the closing date for the sixth form to receive applications for cycle 1 is the end of September or for cycle 2 the end of January. The Bursary Fund Committee will meet to decide upon applications at the start of October for cycle 1 and February for cycle 2 and students will receive a written response to their application before October half term and after the February half term.

There are only two application cycles, if your circumstances change during the year please see the Mr Gerry Head of Sixth Form.

Appeals Process

In the instance of a student wishing to make an appeal following a decision of the Bursary Fund Committee, the Mr Gerry Head of Sixth Form should be contacted with the case for appeal set out in writing by the student. This can be followed by a final appeal to the Head Teacher if not resolved. Appeals regarding the sum of an agreed award paid to a student on the basis of their attendance or performance will not be considered unless there has been a clear breach of our policy as outlined in this document.

Fraud

The signature of student and parent/guardian on the Application Form for 16-19 Bursary confirms that the information provided to the school is accurate and true. Students are expected to inform the school should their circumstances change during their course of study. If information is given to the school that is known to be false, money may be claimed back. A student's exam certificates may be withheld in an instance where monies remain owing to the school in the event of a fraudulent claim.

Audit

The school is subject to external audit arrangements set by the EFA to ensure the correct administration of the Learner Support Bursary.

Sixth Form Bursary: Terms and Conditions

- The amount awarded to a student is agreed by The Bursary Fund Committee at the start of the academic year and is confirmed by letter.
- Payment will be made by BACS to student's bank accounts at the end of the half term in which the application was made. It is the student's responsibility to provide the school with correct bank account details as requested on the bursary application form.
- Payment of the award is subject to acceptable levels of attendance. Authorised absences will not affect payment of the Bursary. Unauthorised absences may cause a deduction to the payment awarded for the half term. Students who have no unauthorised absences for a half term period will not receive any deductions on the basis of their attendance.

Policy updated: 8th July 2021