



Bishopshalt School

16 – 19 Bursary Fund Policy

Sixth Form

Responsibility: Mr P Edgley

Headteacher: Mr L McGillicuddy

Ratified by: Governing Body

Date reviewed: September 2020

Next review date: September 2021

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1. Aims

Bishopshalt School receives an allocation of 16-19 Bursary Funds from the Education and Skills Funding Agency (ESFA) to assist young people in facing financial barriers in continuing in their post 16 education. The school operates the scheme in compliance with the ESFA 16-19 Bursary Fund – Guide for 2020-2021, this policy sets out our approach to the use of the Bursary Fund.

The Bursary Fund is a limited amount of money and will be distributed according to need in the fairest way possible. The value of any Discretionary Awards will depend on the total demand of the Fund. A portion of the Fund will be retained for contingency, i.e. claims in the year.

2. Types of Bursary

The 16-19 Bursary has two types of award:

i) Vulnerable Bursary Award

Students in the 'vulnerable group' as defined by the ESFA (i.e. young people in care, care leavers, young people in receipt of income support and disabled young people in receipt of Employment Support Allowance who are also in receipt of Disability Living Allowance) may be eligible to receive a Vulnerable Bursary Award of **up to** £1,200 per year to a student participating on a study programme that lasts for 30 weeks or more. Students on study programmes of less than 30 weeks will be paid a pro-rata amount.

For the bursary for vulnerable groups evidence of need must be provided by:

- Asylum seekers and Unaccompanied children who are the responsibility of the local authority
- where the student claims in their own right and has evidence of the following:
 - a copy of the funding claim sent to SBSS
 - evidence showing that the student is eligible, for example, a letter from DWP or the local authority or a copy of the student's online Universal Credit statement
 - evidence of payments received from the SBSS, for example bank statements and remittance advices
 - a copy of the student's individual assessment of actual financial need
 - evidence of payments or support provided in-kind to the student to support the criteria above

ii) Discretionary Bursary Awards

The Academy may also make individual Discretionary Bursary Awards that best fit the needs and circumstances of our students. Bursary awards will be targeted towards students facing financial barriers to participation and achievement. The fund from which Discretionary Bursary Awards can be made is a finite amount and the Academy retains the right to hold a proportion back in order to respond to exceptional or circumstantial in year changes. To be eligible for consideration for a bursary students should be able to show one or a number of the following:

- Income Support or Universal Credit
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part V1 of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income (as assessed by HM Revenue & Customs) that does not exceed £16,190

Where the need has been demonstrated the SLT lead for the Sixth Form will consider the claims and will at their discretion approve the claims and the amount of the award. They can also consider cases that do not fall into the above criteria.

Applications should be submitted by 9 October to make sure enough time is allocated to assess the overall level of demands and make discretionary awards on a fair basis. Any payments made after this deadline will be considered the SLT lead for sixth form and will be dependent on available funds.

3. Conditions for receiving the discretionary Bursary

95% attendance up to the end of the previous half term.

All decisions at the discretion of the school whilst complying to DFE policy.

4. Roles and responsibilities

The Governing Body has overall responsibility for approving and monitoring the 16 to 19 Bursary Fund Policy.

The Headteacher is responsible for ensuring staff are familiar with the 16 to 19 Bursary Fund Policy, and that it is being applied consistently.

Parents can appeal the outcomes of the Bursary policy to the Headteacher.

5. How the bursary fund is used to support students

The fund is intended to support students aged 16 to 19 in overcoming specific barriers to participation so they can remain in education. In order to support this the fund should be used to fund items not limited to but including items such as:

- Transport
- Books
- Equipment
- Field trips and other course-related costs
- The costs of attending university interviews and open days

6. Payment

Payments are made using the following process:

Payments by BACS transfer to the student's bank account on the following dates:

- Wed 11/11/20
- Wed 13/01/21
- Wed 24/02/21
- Wed 28/04/21

Purchases can also be made directly on behalf for the student for one off items.

7. Monitoring arrangements

This policy will be reviewed by Mr Cockcroft, Deputy Head - Director of Sixth Form, annually. At every review, the policy will be approved by the Headteacher and ratified by the Governing Body.

8. Guidance

This policy is based on the from the Education and Skills Funding Agency (ESFA) guidance on the [16 to 19 bursary fund](#).