

## 16 - 19 BURSARY POLICY

### Notes:

1. *'Parent(s)' includes guardian(s) or any person who has parental responsibility for the pupil or who has care of the pupil..*
2. *Is to', 'are to' and 'must' are obligatory. 'Should' is not obligatory but is good practice and is to be adhered to unless non-compliance can be justified.*

### PREAMBLE

1. The 16 to 19 Bursary Fund made available by the Government provides financial support to help pupils overcome specific barriers to participation so they can remain in education. Bishop Wordsworth School's (the School's) 16-19 Bursary Policy is consistent with the Education Funding Agency's (EFA) recommendations.

### ELIGIBILITY

2. To be eligible to receive a bursary the pupil must be aged over 16 and under 19 on 31 August in the academic year in which they start their 6<sup>th</sup> Form programme of study and must satisfy the residency criteria in EFA funding regulations. Pupils aged 19 or over are not eligible for the vulnerable student bursary and are only eligible to receive a discretionary bursary if they are continuing on a study programme they began aged 16 to 18 or if they have an Education, Health and Care Plan. To continue to receive a bursary the pupil must satisfy the following conditions:

- a. The pupil's punctuality must be good.
- b. There must be no unauthorised absences from lessons or registrations.
- c. The pupil must not have broken the terms of any Sixth Form contracts that apply.

### BURSARY TYPES

3. There are two types of 16-19 bursaries: Vulnerable and Discretionary.

#### 4. **Vulnerable Bursary.**

a. **Eligibility.** Pupils must be in one of the defined vulnerable groups:

- (1) In care.
- (2) Care leavers.
- (3) In receipt of Income Support, or Universal Credit in place of Income Support in their own right.
- (4) In receipt of Employment and Support Allowance or Universal Credit and Disability Living or Personal Independence Payments in their own right.

b. **Amount Payable.** A maximum of £1200 per year: £300 in the Autumn Term, £600 in the Spring Term and £300 in the Summer Term.

#### 5. **Discretionary Bursary.**

a. **Eligibility.** To be eligible for the discretionary bursary, pupils must be facing financial barriers to participation and need help to stay in education. Pupils may only apply for funds for specific educational purposes:

- (1) Costs of transport.

- (2) Books and equipment.
- (3) Educational trips.
- (4) Costs of attending university visits and interviews.

b. **Amount Payable.** A maximum of £600 per year: £200 in the Autumn Term, £200 in the Spring Term, £200 in the Summer Term.

### **APPLICATION ASSESSMENT & PAYMENT**

6. **Claim Assessment.** Parents and pupils should apply jointly for the bursary using the form at the Annex. A Remissions Panel is to assess each claim and authorise payments up to the permitted maximum in each term, sitting in October, February and May. It is to consist of a member of the Sixth Form Office Team, a member of the Finance Office Team and the Head.

7. **Deadlines for Applications.** Application deadlines are:

- a. The last day of September for the October Panel.
- b. The last day of January for the February Panel.
- c. The last day of April for the May Panel.

However applications will be considered after the end of April in cases where financial needs arise later in the academic year.

8. **Method of Payment.** Payments are to be made in arrears in October, February and May, normally by BACS transfer to the pupil's bank account.

### **MONITORING**

9. The Governing Body, advised by Leadership Team, will review this Policy annually.

10. This Policy was adopted by Governors on 10 August 2011 and last reviewed on (dates in ( ) indicates no change): 14.06.12, 25.6.13. 19.06.14, 31.6.15, 29.06.16, 27.06.17, 03.07.18, (260619), 30.06.20

### **ANNEX**

A. Application Form.

**ANNEX A  
TO BURSARY POLICY**

<b>16 – 19 BURSARY APPLICATION</b>
Pupil name:
I understand that in order to continue to receive the bursary, if granted: 1. My punctuality must be good. 2. I must have no unauthorised absences from lessons or registrations. 3. I must not have broken the terms of any Sixth Form contracts that apply.
Bank Details: Account name ..... Sort Code ..... Account Number .....
Signed (Pupil) ..... Date .....
Name of parent/guardian making the application:
Email address:
Type of Bursary sought:      Vulnerable/Discretionary
List and attach copies of supporting documentation <sup>1</sup> :
I wish to apply for a 16 – 19 Bursary because <sup>2</sup> :
I will inform the School if our household circumstances change.
Signed (Parent ..... Date .....
Notes: 1. Please provide sufficiently detailed information and supporting documentation concerning your household's financial circumstances for the application to be considered. Contact the Finance Office for advice if necessary. 2. Please give specific reasons which fall within the terms of the School Policy, stating the purpose(s) for which the Bursary will be used. Continue on a separate sheet if necessary.