



16-19 BURSARY POLICY

SEPTEMBER 2018

Adopted by Governors: March 2014

Review Date: September 2019

Governors monitoring committee: Business

Person responsible for overseeing the implementation: School Business Manager

BILTON SCHOOL 16-19 BURSARY POLICY

1. Introduction

1.1. The aim of this bursary policy is to assist in the removal of financial barriers that might otherwise prevent students from fully participating in our 6th Form.

1.2. There are two types of bursary:

(a) **Vulnerable student bursary** – this is a bursary of up to £1,200 per year, or a maximum of £40 per week. This funding is held centrally, rather than by the school. Eligible students are usually identified via contact with other local agencies, eg Social Services. However, if you believe you may be eligible, please speak to the School Business Manager, or a member of the 6th Form team for more information. The vulnerable student bursary is available to:

- Young people in care
- Care leavers
- Young people (not their parents) in receipt of Income Support or Universal Credit
- Disabled young people in receipt of ESA and DLA or PIP, in their own name.

(b) **Discretionary bursary** – intended for other students most in need of financial support. The goal of the discretionary bursary is that it should enable students to complete their studies by providing assistance towards costs of travel, lunches, equipment, clothing, books etc. The school has a designated fund to provide these discretionary bursaries, which will be made available to students in accordance with the terms of this policy. The Bursary Fund is given to the school every year by the Education Funding Agency. Once these monies have been allocated during the year the School will not be able to make any further grants until the new academic year.

Free School Meals are not part of the 6th form Bursary.

Students who are eligible for Free School Meals must contact WCC in order for validation of eligibility and the school will be informed directly by WCC.

2. Discretionary Bursary Policy – eligibility

2.1. In order to be eligible to be considered for a Discretionary Bursary you must meet the following criteria:

- (a) You must be at least 16 and under 19 on the 31st August in the academic year in which you start a programme of study

- (b) You must be on a full time programme of study
 - (c) You must maintain 95% attendance and meet behaviour standards as set out by the School, including complying with the terms of the Post-16 Expectations Agreement which all students are required to sign.
- 2.2. Provided the criteria in 2.1 above are met, eligibility for a student bursary is then dependent mainly upon household income during the **tax year ending 5th April in previous year** but also takes into account other factors, namely whether there are other children in the household, and distance from school. There are three bands:
- (a) Band 1 – Annual household income less than £20,000 including benefits
 - (b) Band 2 – Annual household income £20,001 to £25,000 including benefits and where there is one or more other dependent children in the household, in addition to the student.
- 2.3. There is no eligibility where the annual household income is £25,001 or more.

3. The Discretionary Bursary – Bands 1 and 2

- 3.1. The bursary money made available to the School is limited, and will vary from year to year. The School's ability to make distributions to students will depend upon how much the School receives, and how many students apply in any given year.
- 3.2. Subject to their being sufficient bursary money available to the school, students eligible for a Discretionary Bursary will have available a fund, currently capped at £500 per student each academic year (**this will be calculated each year depending on applications and funding**), (the Fund), from which they will receive payments as follows:
- (a) The sum of £100 at the start of the academic year; and
 - (b) The sum of £50 at the start of each of the Spring and Summer terms ("the Termly Payments").
- 3.3. The Termly Payments are intended to cover the cost, for example, of clothing suitable for the 6th Form, and other incidental expenses associated with life in the 6th Form.
- 3.4. Students eligible for a Bursary will, in addition to the Termly Payments, be able to make requests for the Fund, subject to the cap not being exceeded, to cover the cost of the following:
- (a) Books and equipment necessary for their studies. The School will wherever possible acquire the books and equipment for the student, rather than making funds available to the student to purchase them. Students in receipt of the Discretionary Bursary should therefore check with the school before making any purchase connected with their studies.
 - (b) Essential field trips.
 - (c) Whole 6th Form trips and activities.
 - (d) Non-essential trips or visits where they are related to subjects the student is studying.
 - (e) Travel costs and expenses for interviews, University visits and work experience, where not covered by other bursaries or allowances.

- 3.5. The cap in exceptional circumstances, the School may consider requests which exceed the value of the capped Fund for a student. Any such decisions will be made by the Bursary Committee comprising the School Business Manager, Head of 6th Form and the Finance Manager.

4. Additional Allowances for those eligible for a Band 1 Bursary

- 4.1. In addition to the payments from the Fund referred to in 3 above:

Students eligible for the **Band 1** Bursary who live more than 2 miles from the school **may** receive assistance with the cost of bus passes. If the student is eligible for assistance, the School will obtain and pay for a termly bus pass for the student. Students travelling an extraordinary long distance to school will not necessarily have travel assistance granted. The decision on whether to meet these costs will be decided by the Bursary Committee.

- 4.2. Students who consider that they may be eligible, and wish to apply, for this additional assistance should complete the appropriate sections of the application form.

5. How to Apply

- 5.1. The application is for the academic year. Students should apply no later than the specified date given each **September**. Later applications may be considered in exceptional circumstances when a student's financial position changes, for example, as a result of redundancy in the household.
- 5.2. Students should complete the appropriate sections of the 16-19 Bursary Fund Application Form and submit it to the 6th Form Office.
- 5.3. Students will need to provide appropriate evidence to support their application, as set out in the application form.
- 5.4. Once students have had the Discretionary Bursary approved they can complete the short application form at the start of each term to request further grants of money from the Fund.
- 5.5. Application Forms are available from the 6th Form Office.
- 5.6. All applications for the Post-16 Bursary will be considered and determined by the Bursary Committee.
- 5.7. Any requests for payments from the Student's bursary Fund will first be considered by the Head of 6th Form, and are subject to the approval of the Business Manager, who will determine whether sufficient funds are available to meet the request.

6. Payment of the Discretionary Bursary

- 6.1. Wherever possible the School will make direct payment to the supplier for good/services required by the student. Where this is not possible and, in any case, for the Termly Payments, payment will be made by BACS payment direct to the student's bank account.
- 6.2. Before making any payments, the School may require production of relevant receipts/invoices/official estimates.
- 6.3. Continued receipt of the bursary, as noted above, will be subject to attendance, good behaviour and compliance with the Post-16 Expectations Agreement. Any decision to withdraw a bursary from a student for breach of these terms will be taken by the Bursary Committee, and the student and their parent/carer will be notified.

7. Appeals

- 7.1. In the event that you wish to appeal any decision taken by the Bursary Committee in connection with the bursary, the Chair of the Governor's Business Committee will determine that appeal.
- 7.2. Appeals should be made in writing, setting out the grounds of appeal.
- 7.3. The decision of the Chair of the Business Committee is final and there will be no further right of appeal.

8. Changes and Review

- 8.1. Students and their parents/carers must make the Bursary Committee aware of any changes in their circumstances which may affect their eligibility for a Discretionary Bursary.
- 8.2. This Bursary Policy may be amended by the Bursary Committee at any time and will be reviewed by the Bursary Committee on at least an annual basis to ensure that the objectives of the Policy are being met.

The Capped amount for 2016-17 was £450

The Capped amount for 2017-18 was £500