HAYES SCHOOL

16-19 Bursary Fund Policy 2018/19

Autumn 2018

Reviewed annually

Next Review: Autumn 2019

Policy Aims/Statement:

The 16-19 bursary fund is allocated to schools, aimed at students who would be unable to stay in education without financial help for things like transport, meals, books and equipment.

This policy is available on the school website and awareness and promotion of the fund to the 6th Form is by widespread campaigning (assemblies, Parent Newsletter and the Year 12 Starter pack) or through more bespoke interventions (Previous PP/FSM students or teacher/mentor recommendations).
Eligibility:

To be eligible to receive a bursary a student must be aged under 19 on the 31st August in the academic year in which they start their programme of study and must satisfy the residency criteria in the EFA Funding guidance 2018/19. To continue to receive a bursary the student must:

- have a minimum of 90% attendance (no unauthorised absences),
- and be making satisfactory academic progress and behave within the parameters of the 6th Form contract.

A bursary request can be used to cover the costs required to participate in their education. In addition, all Bursary payments are paid directly to the student, unless an advance payment has been made by a school department in relation to an applicant’s programme of study.

Where the payment is ‘Up to’, then the amount offered will attempt to match the request made by the applicant, but please note that this will also depend on the level of need across the 6th Form and the eligibility of the applicant.

If an existing applicant’s situation changes, then the applicant may reapply for the new level of funding. No bursary funding will be offered where an application form is not received and completed in full.

5% of the Bursary fund will be used to pay for administration of the fund.

The school will use payment in kind wherever possible e.g. course materials, purchase of books etc.

Payments will be by BACS transfer as far as possible.

Some of the money to cover an individual’s curriculum related activities such as field trips may be held back.

Levels of Bursary Payment

There are three levels of bursary payment.

Level One: Vulnerable Student Bursary

Up to £1200 per annum – paid by 10 monthly instalments from September to June

This will be paid to applicants who are in care, care leavers, young people in receipt of Universal Credit and disabled young people in receipt of both Personal Independence Payments and Universal Credit. These payments are processed through the school and the Student Bursary Support Service, so we recommend an application at the earliest convenience.

Level Two: Discretionary Bursary

Up to £800 per annum - paid by 10 monthly instalments from September to June or one off payments to meet a specific event.

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This will be paid to applicants who were in receipt of free school meals in year 11, families receiving Universal Credit, Guaranteed State Pension Credit or are financially supported by NASS (National Asylum Support Service).

Students apply for funds for specific educational purposes. The Assistant Head for Sixth Form and the Business Manager will review each claim.

**Level Three: Discretionary Bursary**

Up to £400 per annum - paid by 10 monthly instalments from September to June or one off payments to meet a specific event.

This will be paid to applicants with an identifiable financial need who do not fall into categories One or Two, but who may find it difficult to stay in education or could be deemed at a disadvantage when compared to others if their need was not met.

Students apply for funds for specific educational purposes. The Assistant Head for Sixth Form and the Business Manager will review each claim and authorise payments up to the permitted maximum in each term.

**Process**

Students are to be encouraged to apply for a bursary as soon as possible after admission in September using the application form. The bursary is promoted via the welcome pack, assemblies, tutor notices and parent forums.

Specific Educational Purposes could include:

- Cost of transport
- Meals in school
- Books and equipment
- Educational trips, including University Open Days
- Other discretionary areas

For the avoidance of confusion, applications must be made by the student, and payments are made to them personally via BACS. The school will not consider applications from parents/carers, nor will payments be made to anyone other than the student in question.

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