



BEVERLEY JOINT SIXTH

16-19 Bursary Fund

Policy Statement



Introduction

The 16-19 bursary Fund exists to help students continue with and complete their course where they would otherwise be prohibited from doing so on financial grounds.

The Bursary is intended to help with the hardship needs of individual students. Generally, it will be used towards essential course related costs such as books, equipment, travel, field trips, visits and other costs associated with living and learning. The school will seek to ensure that the funds available are

- distributed fairly
- allocated to individual need, taking into account the financial circumstances of the applicant
- used to widen access to, and participation in, post 16 education

Funding guidance concerning the administrative arrangements, priority groups for support and monitoring arrangements are issued by the Young People's Learning Agency.

There is a limited amount of funding which means that it will not be possible to support every application and priority will be given to those students from the families with the lowest household income and/or highest demonstrated need.

The 16-19 Bursary Funds has two elements:

1. The Major Award for Priority Groups

The following students will be eligible to receive a bursary of £1,200 per year, if agreed standards of behaviour and attendance are met:

- young people who are looked after children in the care of the Local Authority or foster parents
- care leavers
- those young people who receive Income Support
- disabled young people in receipt of both Employment Support Allowance and Disability Living Allowance

2. The Minor Award for other students with Financial Hardship

Students apart from the Priority Group may apply for assistance from the Bursary Fund. These awards will be targeted towards young people facing financial barriers to participation in post 16 studies. Priority will be given to those young people from the families with the lowest household income, confirmed Free School Meals eligibility status will also be used as one indicator of need. Agreed standards of behaviour and attendance should be met.

Application Process

- Where appropriate a completed financial assessment form should be returned to the Bursar at the appropriate school.
- For Minor Bursaries a shortened application form should be completed
- All applications will be treated in the strictest confidence
- We will endeavour to advise Applicants as to the outcome of their applications within a two week timeframe
- Successful applicants in receipt of Minor Awards e.g. for equipment will either have the books, equipment or other costs provided by the school or direct payment will be made to the applicant.
- Students receiving major bursaries including those in the priority group will receive direct payments, it is expected that all students will receive at least monthly payments.
- Unsuccessful applicants will have the right of appeal using the school appeals process.
- Students in Year 13 receiving EMA through the transitional arrangements will not be eligible for additional bursary payments, except in exceptional circumstances as identified by the institution.

Awards Process

Bursary awards are made for specified course related costs and/or other costs viewed as presenting a barrier to the individual learner's participation in education. The amount of each award will be assessed and disbursed on an individual, case by case basis as detailed in the individual's application form.

The school may offer bursaries in the form of non-cash "in kind" payments where appropriate, such as travel vouchers or meal vouchers, attendance on course related school trips etc.

Any equipment purchased by the school for use by an individual learner remains the property of the school and must be returned upon completion of or withdrawal from the course.

Receipt of bursary payments are conditional upon a student meeting attendance, effort, attitude and behaviour standards which are agreed in advance and set out in the bursary agreement 2011/12. Where the learner does not meet the agreed standards, which will be monitored on a regular basis, the school will make every effort to advise the learner and help resolve any issues but retains the right to rescind or suspend bursary payment(s).

Appeals Process

Should a learner disagree with the outcome of either their application for a bursary award or, where a payment has been withheld due to attendance, effort, attitude or behaviour, they should follow the school complaints procedure. All appeals will be considered by appropriate Headteacher. Your letter of appeal should include your name and form and the reasons for your appeal. Any additional information you wish to provide that you feel is relevant to your application can be attached. Written confirmation of the outcome of the appeal will be sent out within 5 working days of the appeal being considered.

Review of Policy

This policy will be reviewed on an annual basis, taking into account the views of the school, East Riding Education Authority, young people and their parents and guidance from the Department for Education and the Young People's Learning Agency.