



THE 16-19 BURSARY FUND POLICY

The 16-19 Bursary Fund is intended to support students studying in the Sixth Form who require help with the costs of continuing with their education. The fund is to help with travel costs, educational trips, books and stationery. To be eligible for the bursary, parents should complete the application form, which can be downloaded from the Sixth Form section of our website, indicating which of the following is relevant to them:

- In receipt of income support
- In receipt of tax credits
- Previously their child was in receipt of Free School Meals
- Low income families not in receipt of any supplements

The bursary is allocated on a two-year basis. If during the two years the family's financial circumstances change, it is their responsibility to notify the school and provide any new evidence.

Conditions of Payment

In order to receive the bursary, students are expected to have good attendance to school and to keep upto-date with their work.

The school awards the 16-19 Bursary in the following ways:

1. Travel & Maintenance Contribution

The Travel & Maintenance Contribution of a maximum of £10 per week is awarded to subsidise the cost of travel to and from school and to mitigate any other barriers the student may encounter to being punctual and successful at school. The student's attendance to school is reviewed at the end of each half term and the bursary is paid accordingly. Students do not need to produce receipts of travel to receive the Travel & Maintenance Contribution, it is linked to their attendance to school and can be used at the student's discretion.

Maximum payments will be made if the student meets the following conditions:

- Attendance of 100%
- Punctual to all lessons and registrations
- Excellent behaviour
- Meeting all deadlines and completing work to a high standard

The following deductions may be made to the Travel & Maintenance Contribution payment:

- £1 for each morning session of absence ○ £1 for each afternoon session of absence
- £3 for a Stage 3, 4 or 5 Referral. Referrals are given for an accumulation of 'Academic Catch Ups' (ACUs), which are issued for missed deadlines or poor behaviour, effort or punctuality.

2. Free School Meals

Students in receipt of the bursary will automatically receive free school meals to the amount of £2.40 per day.

3. Additional Payments

In addition to the Travel & Maintenance Contribution, students may apply to have the cost of educational equipment or kit refunded on production of the original receipt to the Sixth Form Administrator. Additional payments are processed on a fortnightly basis.

Additional payments will be made to reimburse the following:

- Course text books up to the value of £100 over the course of two years
- Stationery up to the value of £15 per academic year
- Specialist equipment or kit required for courses. This should be agreed with the Subject Teacher and Sixth Form Administrator in advance and can often be purchased competitively through the school on the student's behalf.¹
- UCAS fee
- Up to 50% contribution towards curriculum visits to a maximum of £100. This should be arranged by contacting the Sixth Form Administrator at least 4 weeks prior to the trip.
- Up to 50% contribution towards travel to university open days or apprenticeship interviews to a maximum of £25.

Vulnerable Person's Bursary

Some students are eligible to receive the Vulnerable Persons Bursary for:

- Young people in care
- Care leavers
- Those students who are receiving Income Support or receiving Universal Credit in place of Income Support, in their own right
- Disabled young people (in receipt of both Employment Support Allowance and Disability Living Allowance or Personal Independence Payment)

The Vulnerable Person's Bursary is awarded by the EFA up to a maximum of £1200. The award is then calculated by the school as a weekly equivalent e.g. £30 per week and then paid on a half-termly basis. No deductions are made to the Vulnerable Person's Bursary.

Evidence

Parents must provide evidence in support of their eligibility. More details of which, can be found on the application form. All evidence that has been provided in support of applications can be collected from the Sixth Form Administrator within two weeks of application.

Method and Timings of Payment

Payments will be made by BACS payment directly into the bank account provided on the application form. This can be either a parent's or student's bank account. Payments are calculated in the penultimate week of every half term in order to allow time for the payment to reach parents or students at the end of each half term, with the exception of the first half term as additional time is required to process the new applications and set up the system for the academic year. As such, the final week of term is calculated in the next payment.

The policy was agreed in July 2023. The next review will be in **July 2024**.

¹ Please note that any payments made in contribution for specialist kit or equipment will be dependent on the total cost of the item, and will be at the Director of Sixth Form's discretion Page 2