

4S **16-19 SIXTH FORM BURSARY POLICY**

The 16-19 Bursary is designed to help young people aged 16 to 19 participate in full-time education or training.

Components of Funding & Support Available

The 16-19 Bursary has two elements to the funding:

Vulnerable Bursary

Up to £1,200 per year to assist young people in the following groups (pro rata for courses lasting less than 30 weeks a year):

- young people in care
- young care leavers
- young people aged 16 to 19 who are in receipt of Income Support or Universal Credit (UC). For example, young people who are living independently of their parents; those whose parents have died; teenage parents.
- young people aged 16-19 with disabilities in receipt of Employment Support Allowance and who are also in receipt of Disability Living Allowance or personal independence payments.

Discretionary Bursary

To assist young people outside of the 'vulnerable' groups identified above. This tends to support students who cannot stay in education without financial help for things like transport, meals, books and equipment.

In previous years the school has used a formula to determine the amount available to learners as exemplified in the table below. The Governing Body has indicated that it would allow the school's bursary committee (Head of Sixth Form and Assistant Headteacher) to exercise professional judgement in the allocation of funds, in the case of families who are very close to thresholds and for those for whom reasonable financial help removes an obstacle to participation.

Household and Learner Income Bands	
Up to £15,887	£500
£15,888 - £17,807	£375
£17,808 - 19,728	£250
£19,729 - 21,648	£125
£21,649 upwards	<i>See Special Cases</i>

In special cases the bursary committee can award discretionary bursaries of over £500. In these cases an application must be submitted to the school's bursary committee outlining why the extra payment is requested. This should then be passed to the Business Manager who will confirm funds are available.

Special Cases

The school recognises that financial support may be needed for young people who fall outside of the vulnerable and discretionary bursary criteria. The school's bursary committee may exercise professional judgement and award a one off payment to support a special case based on financial need, instead of household income. Special cases can only be submitted for young people whose household income does not exceed £30,000. These cases must be submitted to the school's bursary committee via an application form, including an additional statement, outlining why the payment has been requested.

Payment

The school has the freedom to decide the scale of the discretionary bursaries, whether to pay weekly, monthly or annually, and to establish the link between payment and agreed standards, such as behaviour and attendance.

A suggested method of allocating a £1,200 bursary payment for vulnerable students includes a £150 payment in September, 10 monthly payments of £100 (paid in arrears) and an end of year bonus of £50, as incentive for completion of the academic year.

The school will take account of any allowances or other sources of financial support when deciding whether to award a bursary.

Eligibility

Learners must be aged 16 or over and under 19 on 31 August 2016, with funding for students who turn 19 during their course until the end of their course.

The Bursary will be used, amongst other things, to provide financial support for:

- Transport costs (e.g. through a purchase of a weekly, monthly or annual bus pass)
- Financial assistance for individual purchases of equipment or resources (e.g. specialist protective or course related equipment)
- Costs of meals (e.g. through canteen/refectory vouchers)
- Assistance with costs of educational visits or trips (e.g. field visits or university or job interviews)
- One off (or regular, if more appropriate) payments linked to specific costs resulting from a domestic emergency or change in circumstance in household income (e.g. issues with learner's accommodation or illness or redundancy of family members)
- Other costs incurred during the course of study as deemed appropriate by the fund holder

Evidence

All applications must be submitted with evidence. A letter from DWP showing what benefits the student is receiving and/or a document from the local authority showing the looked after status of the student should be presented with a 'vulnerable' application.

Students applying for discretionary payments will need to submit evidence of benefits, P60, tax credit award notice and evidence of self-employment where applicable.

Contingency Planning

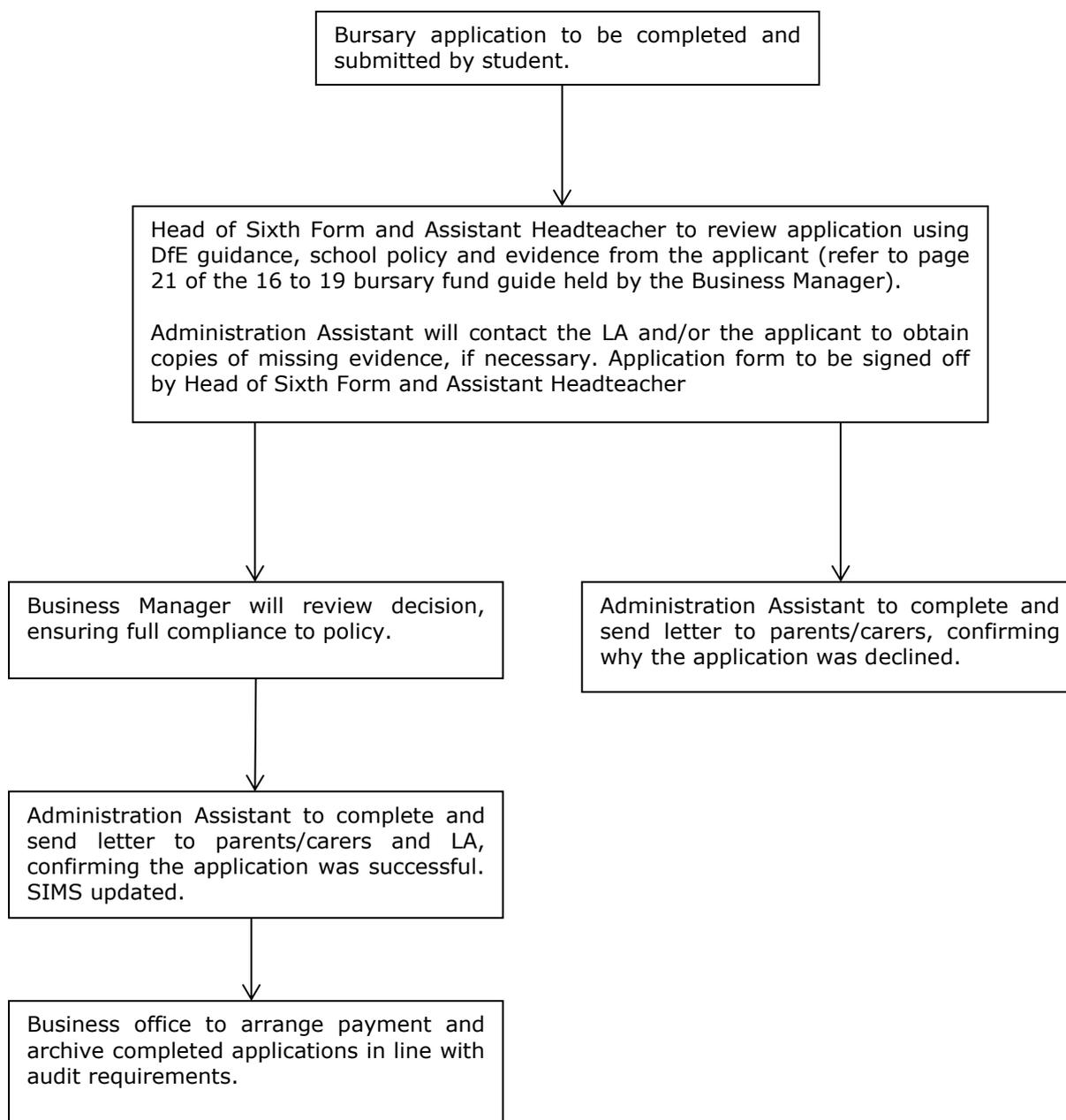
The school will hold back a percentage of funding to cater for learners suffering financial hardship during the academic year. This can also include learners who may not have been eligible at the start of the academic year but whose circumstances change mid-year or for learners eligible for payments joining mid-year (10%).

Administration

The school will retain 5% of the total allocation to meet administration costs.

Allocation of funds

The school will adopt the procedure detailed on page 4 to decide and allocate any vulnerable or discretionary bursary payments.



Appeals

An Appeals Panel consisting of two Governors and the Headteacher will hear any appeals from students. The decision of the panel will be final.

Business Manager: March 2017

Approved by the Governing Body: 29 March 2017

Governing Body review date: February 2018