



## Bursary Policy

Date drafted or reviewed	Responsibility	Agreed by Governors	Review Date
R- July 2020	AHT (6 <sup>th</sup> Form)	July 2020	May 2021
R- August- 2021	AHT (6 <sup>th</sup> Form)	August- 2021	May 2022
R- June 2022	AHT (6 <sup>th</sup> Form)	September 2022	May 2023
R-May 2023	AHT (6 <sup>th</sup> Form)	June 2023	May 2024

### **About the Bursary:**

Bursary requests can be made by completing a Bursary form, which can be accessed on the website or from the Sixth Form Block.

The 16-19 Bursary Fund provides financial support to help students overcome specific barriers to participation so they can remain in education. Farlingaye High School will consider applications from any student enrolled on the full-time programme in their Sixth Form.

### **Students must meet certain criteria to qualify for a Bursary payment:**

**Age** – students must be aged 16 or over but under 19 at the 31<sup>st</sup> August 2022 to be eligible for help from the bursary fund in the 2022-2023 academic year. Students aged 19 or over are only eligible to receive a discretionary bursary if they are continuing on a study programme that they began aged 16-18 or have an Education, Health and Care Plan (EHCP).

**Residency** – Students must meet the residency criteria in ESFA funding regulations for post 16 provision (<https://www.gov.uk/government/publications/advice-funding-regulations-for-post-16-provision>). Farlingaye High School will obtain evidence of residency and this will be retained in school.

**Low Household Income** – students will be required to provide evidence of household income and copies of this will be retained in school.

### **Criteria for the Academic Year 2022/2023**

Household income of:-

- £27,000 and less pay 100% of eligible items
- £27,001 - £37,000 pay 50% of eligible items
- Any requests where the household income exceeds £37,000 will be reviewed on a case-by-case basis (at the Head of Sixth Form's discretion) for example but not limited to:
  - Injury or illness causing a short-term drop in family income
  - An exceptional opportunity for progression
  - Damage to or loss of equipment due to flood fire theft etc

The school reserves the right to change the eligibility criteria for the bursary scheme as necessary to ensure that expenditure on the scheme does not exceed the yearly income from the government.

There are two types of 16 to 19 bursaries:

#### **1. Bursaries for defined vulnerable groups:**

Awards of up to £1,200 per annum are made if there is evidence of need and if one of the following criteria are met:

- In care
- Care leavers
- Receiving Universal Credit because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them such as a child or partner.
- Receiving Personal Independence Payments (PIP) in their own right as well as Universal Credit in their own right.

**2. Discretionary bursaries, which institutions award to meet individual's needs, for example, help with the cost of transport, meals, books and equipment, following the ESFA funding guidelines.**

Farlingaye High School will assess the actual financial needs of each individual student when awarding bursary funding. Each application will be treated separately and funds distributed accordingly. The bursary fund is intended to help students with the essential costs of participating in their study programmes, to help with the cost of essential books or equipment, to attend essential fieldwork/trips or with the cost of travelling to school for example.

Students who are a risk of non-attendance due to transport costs and students who will be seriously disadvantaged should they not be able to attend field trips or have essential books/equipment will be the main focus of the Bursary Fund.

Students will complete an application form and supply the necessary evidence each academic term for consideration by the Head of Sixth Form. All applications should be processed within 2 weeks of receipt.

Students will be notified in writing about the outcome of their application and any supporting documentation will be returned at this time.

The school will, wherever possible, make payments in kind. For example, travel passes for transport or internal payments for school field trip. All other payments will be made directly to the student on a termly basis, as appropriate, via a BACS transfer to the student's bank account.

Payments for petrol will be restricted to a maximum of 40 miles each day at a rate of 25 pence per mile.

Decisions in any case of non-payment will rest with the Head of Sixth Form. Any student who wishes to challenge this decision should appeal in writing to the Headteacher, who will review the decision accordingly. Their decision will be final.

**Students will be made aware that the following must be met to ensure continued payment of the Bursary Fund:**

- Attendance must be at least 85%
- Students should have no unauthorised absences
- Students must adhere to the School Partnership Agreement
- Students must attend all timetabled lessons and exams
- Students must complete all homework and coursework as demanded by their courses
- Students must work in a positive and mature way
- Students must not have any incidents of fixed term exclusions.

Farlingaye High School guarantees that all personal information will be stored securely and will remain strictly in confidence.