

<b>Policy Title</b>	<b>Sixth Form Bursary Policy</b>	<b>Version No.</b>	<b>3</b>
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<b>Rationale</b>	<p><b>Purpose</b></p> <p>The Bursary scheme is designed to provide financial support to young people who need some assistance to help them in Sixth Form education. Those most in need will be eligible for an award of £1200. This includes young people in care, care leavers, young people receiving Income Support or Universal Credit and disabled young people receiving Employment and Support Allowance (ESA) or Universal Credit (UC) and Disability Living Allowance (DLA) or Personal Independence Payments in their own right. Other students facing financial difficulties may also be able to claim for a discretionary bursary to assist them to complete their Sixth Form studies.</p>
<b>Policy Statement</b>	<p><b>Eligibility</b></p> <p>Students in the following four groups will be eligible for support provided they meet the general conditions set out by the Government. <sup>1</sup></p> <p><b>Guaranteed Bursary applies to:</b></p> <p>a) Students who are identified by the Government as 'most vulnerable'. These students will automatically be entitled to a bursary of £1200. The defined vulnerable groups are students who are:-</p> <ul style="list-style-type: none"> <li>• In care</li> <li>• Care leavers</li> <li>• Getting Income Support (IS), or Universal Credit (UC) in place of Income Support, in their own right.</li> <li>• Getting Employment and Support Allowance (ESA) or Universal Credit (UC) and Disability Living Allowance (DLA) or Personal Independence Payments in their own right.</li> </ul> <p><b>Discretionary bursary may apply to:</b></p> <p>b) students who are eligible for free school meals. If parents/guardians are in receipt of any of the following, their children may be eligible for free school meals:-</p> <ul style="list-style-type: none"> <li>• Income Support</li> <li>• Income based Job Seekers Allowance</li> <li>• Income related Employment and Support Allowance</li> <li>• Support under Part VI of the Immigration and Asylum Act 1999</li> <li>• Child Tax Credit, with no element of Working Tax Credit, and a household income below £16,190 (as assessed by HM Revenue and Customs)</li> <li>• Guarantee Element of State Pension Credit</li> <li>• Universal Credit.</li> </ul>

<sup>1</sup> <https://www.gov.uk/guidance/16-to-19-bursary-fund-guide-2017-to-2018-academic-year>

- Students who can evidence a household income of less than £20,817 in the last tax year (including benefits)
- Students who have previously not been eligible and who can demonstrate that their current annual household income has reduced due to a change in circumstances.
- Students who because of their personal situation require additional financial support.

Once the needs of the above students have been met we will assist other students where funds allow.

- c) Students who come from families with an annual household income of between £20,817 and £25,521.

The Duston School will make every effort to ensure that all those students eligible for bursaries receive such support.

*Students eligible to receive a bursary must be over 16 on 1st September and under 19 years of age on 31st August of the academic year in which they start their programme of study.*

*Also, 2 groups of students aged 19 or over on 31st August 2017 are eligible to apply for help from discretionary bursaries: those who are continuing on a study programme they began aged 16-18 (19+ continuers) and those who have an Education Health and Care Plan (EHCP).*

### **Need**

The level of bursary support provided will then be dependent on the costs students can demonstrate they incur through entering Sixth Form.

Documentary evidence of these costs must be provided unless the cost is a charge made by the school. Examples of costs would include (but are not limited to):-

- Travel to and from school (if not already in receipt of travel subsidy) or to a partner educational organisation delivering part of a Sixth Form programme of study.
- Personal Protective Clothing or necessary clothing required for a course.
- Books, materials and equipment needed for a particular course (such as for art or other practical subjects)
- The cost of educational visits related to courses and attendance to university interviews and open days.

### **Administration of the Bursary Scheme**

- Staff and students will be informed about the Bursary Scheme and how they apply. Applications will be made available or given to individuals.
- Application forms should be completed for all awards made from the Bursary Fund.
- Up to date, valid supporting evidence must be produced at the time of the application. Staff administering the fund will verify this information on the application form.
- For guaranteed bursaries, awards will be paid according to need dependant upon satisfying Sixth Form criteria.
- Applicants will be informed of decisions.
- Any relevant payments will be made by BACS directly into the personal account of the student.
- If a student leaves their course or their attendance drops below 96% (except for in extenuating circumstances) they may be required to repay monies to the school or return the equipment supplied/bought through the fund. Where payment is being made through instalments, further payments may be withheld.
- Where possible in-kind bursaries rather than cash are awarded and ordered by the school.

In exceptional cases where students wish to use their bursary for a one off purchase they can request to receive a single payment at the start of the year. The decision on this will be at the discretion of the Director of Sixth Form and Sixth Form Professional Tutor acting jointly. Students awarded equipment/course specific items will be requested to return such items at the end of the course so that they can be used to benefit other students.

### **Allocation**

- To avoid multiple applications, payments/awards can be considered for the whole year with an amount allocated to each term.
- Recipients of Bursary Funds will have their attendance checked at regular intervals. Where attendance falls below 96% (except for in extenuating circumstances) awards will be reviewed.
- In all cases the application will be judged on its individual needs as outlined in the EFA (Education Funding Agency) guidelines. The amount awarded will be specific to each application.

	<p><b>Method of Payment</b></p> <p>Payments may be made direct to the student, but will usually be made in-kind as required during the course of the academic year. Purchases will be made to achieve best value and/or reduce administration costs.</p> <p><b>Decisions</b></p> <p>Decisions about acceptability of evidence for eligibility and assessment of need will rest with the Director of Sixth Form and Sixth Form Professional Tutor acting jointly. Appeal from any decision would lie with a panel of a Principal and a Governor. Appeals must be made in writing within five working days of decisions being issued.</p> <p><b>Fraud</b></p> <p>Fraudulent claims for bursary allocations will be referred to the police. Students found to make fraudulent claims will be required to refund all payments received and will receive either a fixed term or permanent exclusion from The Duston School.</p>
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<b>Links to other policies</b>			
<b>Staff responsible</b>	NWH	LPA	
<b>Date approved by GB:</b>	12/07/2018	<b>Review Date:</b>	July 2019