

BISHOP WORDSWORTH'S SCHOOL

16 - 19 BURSARY POLICY

Note: *Is to', 'are to' and 'must' are obligatory. 'Should' is not obligatory but is best practice and is to be adhered to unless non-compliance can be justified.*

PREAMBLE

1. The 16 to 19 Bursary Fund made available by the Government provides financial support to help pupils overcome specific barriers to participation so they can remain in education. Bishop Wordsworth School's 16-19 Bursary Policy is consistent with the Education Funding Agency's (EFA) recommendations.

ELIGIBILITY

2. To be eligible to receive a bursary the pupil must be aged over 16 and under 19 on 31 August in the academic year in which they start their 6TH Form programme of study and must satisfy the residency criteria in EFA funding regulations. Pupils aged 19 or over are not eligible for the vulnerable student bursary and are only eligible to receive a discretionary bursary if they are continuing on a study programme they began aged 16 to 18 or if they have an Education, Health and Care Plan. To continue to receive a bursary the pupil must satisfy the following conditions:

- a. The pupil's punctuality must be good.
- b. The pupil's level of unexplained absence from all lessons and registration must be no greater than 10%.
- c. There must be no unauthorised absences from either lessons or registrations.
- d. The pupil must not have broken the terms of any Sixth Form contracts that apply.

BURSARY TYPES

3. There are two types of 16-19 bursaries: Vulnerable and Discretionary..

4. **Vulnerable Bursary Type.** Up to £1,200 a year for pupils in one of the defined vulnerable groups below.

- a. **Eligibility.** Pupils must be in one of the defined vulnerable groups:
 - (1) In care.
 - (2) Care leavers.
 - (3) In receipt of Income Support, or Universal Credit in place of Income Support in their own right.
 - (4) In receipt of Employment and Support Allowance or Universal Credit and Disability Living or Personal Independence Payments in their own right.
- b. **Amount Payable.** A maximum of £1200 per year: £300 in the Autumn Term, £600 in the Spring Term and £300 in the Summer Term.

5. **Discretionary Bursary.** A bursary to meet individual needs, for example, help with the cost of transport, meals, books and equipment.

- a. **Eligibility.** To be eligible for the discretionary bursary, pupils must be facing financial barriers to participation and need help to stay in education. Pupils may only apply for funds for specific educational purposes. The following are defined as specific educational purposes:

- (1) Costs of transport.
- (2) Books and equipment.
- (3) Educational trips – curriculum related trips will be given priority.
- (4) Costs of attending university visits and interviews.

b. **Amount Payable.** A maximum of £600 per year: £200 in the Autumn Term, £200 in the Spring Term, £200 in the Summer Term.

APPLICATION ASSESSMENT & PAYMENT

6. Deadline for Applications.

- a. The last day of September for the October Panel.
- b. The last day of January for the February Panel.
- c. The last day of April for the May Panel.
- d. However applications will be considered after the end of April in cases where financial needs arise later in the academic year.

7. **Claim Assessment.** A Remissions Panel is to assess each claim and authorise payments up to the permitted maximum in each term. . The Remissions Panel is to sit in October, February and May. It is to consist of a member of the Sixth Form Office Team, a member of the Finance Office Team and the Head

8. **Method of Payment.** Payments be made in arrears in October, February and May; normally by BACS transfer to the pupil's bank account.

MONITORING

9. The Governing Body, advised by Leadership Team, will review this Policy annually.

10. This Policy was adopted by Governors on 10 August 2011 and last reviewed on (dates in () indicates no change): 14.06.12, 25.6.13. 19.06.14, 31.6.15, 29.06.16, 27.06.17, 03.07.18, (260619)

ANNEX

A. Application Form.

16 – 19 BWS BURSARY APPLICATION

Pupil Name

Address

Telephone Number

Email: School

Home

Type and amount of Bursary Applied for: (Vulnerable or Discretionary) £

Estimated household income during the last financial year (please provide proof):

Bank Details

Bank Name Sort Code Account Number

I wish to apply for a 16 – 19 Bishop Wordsworth’s School (the School) Bursary award because:*

Signed (Parent/Guardian) Date

I understand that in order to continue to receive the bursary, if granted:

1. My punctuality must be good.
2. My level of unexplained absence from all lessons and registration must be no greater than 10%.
3. There must be no unauthorised absences from either lessons or registrations.
4. I must not have broken the terms of any Sixth Form contracts that apply.

Signed (Pupil) Date

* Give specific reasons which fall within the terms of the School Policy. You must supply detailed information concerning your personal circumstances and the purpose for which the bursary money will be used. You may continue overleaf, if necessary.#

You must provide proof of household income as requested on the application form. Applications will not be assessed without this.

You must inform the School if your household circumstances change.