



## Helsby High School

### 16 – 19 Bursary Fund Award Policy 2018/2019

#### 1. Introduction

##### The 16 to 19 Bursary Fund

The 16 to 19 Bursary Fund was introduced in the 2011 to 2012 academic year. It is money the government has given to local authorities, schools, colleges and other education and training providers (institutions) to give to disadvantaged students. Its purpose is to provide financial support to help students overcome specific barriers to participation, so they can remain in education.

There are 2 types of 16 to 19 bursaries:

- a vulnerable bursary of up to £1,200 a year for young people in one of the defined vulnerable groups.
- discretionary bursaries that institutions award to meet individual needs. For example, transport, meals, books and equipment

#### 2. Vulnerable Bursary Awards

2.1 Most students who get support from the bursary will receive a tailored award from the discretionary bursary. Students in one or more of the groups below need more support and can apply for a vulnerable bursary of up to £1,200. The school does not receive an allocation of funds for vulnerable bursaries and will apply for funding from the Student Support Bursary Service (formerly the Learner Support Service), using the relevant claim form.

The eligible groups are students who are:

- in care
- care leavers
- getting Income Support (IS) or Universal Credit (UC) in place of Income Support in their own right
- getting Employment Support Allowance (ESA) and Disability Living Allowance (DLA) or Personal Independence Payments in their own right

#### 3. Discretionary Bursary Awards

3.1 Discretionary bursaries are awards made by the school to individual students. They are targeted on overcoming the individual barriers to participation a student faces. They can be for whatever amount is deemed necessary to do this. The school will decide which students will receive a discretionary bursary and how much they will receive.



However, they should be targeted at students who cannot stay in education without financial help for things like transport, meals, books and equipment.

The Education Funding Agency's guidelines enable establishments to use 5% of their funding towards covering increased administration costs. In previous years Helsby High School has decided not to use any of its funding for that purpose in order to maximise the funding for distribution to students.

3.2 In order to ensure fairness and consistency with all other 6<sup>th</sup> Form schools within Cheshire West, common eligibility criteria for discretionary awards have been mutually agreed, consisting of 2 priority levels as follows: -

- **Priority 2** – Students in receipt of Free School Meals will be eligible to receive a Bursary award of **what was between £450 - £540 for 2017/18.**

- **Priority 3** – In the event of funding remaining within the school's Bursary Fund allocation once all Priority 2 awards have been made, awards will be made to students of families in receipt of tax credits with an annual household income of up to £25,000.

#### 4. Applications Process

4.1 All students joining or continuing within the school's Sixth Form at the start of September will be given the opportunity to apply for Bursary Award using an application form. Eligible students will need to complete and submit their applications to the 6<sup>th</sup> Form Administrator **by no later than Friday 21 September 2018.**

4.2 The school will endeavour to assess all applications received at the earliest opportunity with applicants being notified of the outcome by **28 September 2018.** Verifying the eligibility of all applicants is an integral feature of the assessment process. For Priority 2 verification can be achieved without student involvement as the Local Authority provides the school with confirmation of all students granted Free School Meals. Any students eligible for Free School Meals who do not currently take up the option should apply immediately by contacting the local authority.

4.3 For Priority 3 applicants the type of evidence required in order to verify household income and receipt of Tax Credits will include **Tax Credit Award Notices, P60s / evidence of self-employed income.**

4.4 In-year Bursary award applications will be accepted, and a percentage of the initial funding allocation will be held as a contingency to cover in-year awards. The Bursary Fund scheme will need to be self-financing, but the school may be able to seek further in-year funding from the Education Funding Agency in the event of significant in-year applications being received.



## **5. Bursary Award Payments & Associated Conditions**

- 5.1 All Bursary award payments will be subject to the student's satisfactory attendance, behaviour and attainment. 100% attendance will be expected unless acceptable reason(s) are provided for it falling lower. Bursary award payments will be weighted 80% on attendance and 20% on behaviour / attainment. Students will be notified of any deductions and the reason(s) behind them and have the right to appeal against them through the usual appeal channels if they feel they have been unfairly treated.
- 5.2 Award payments will be paid directly to student's own personal bank accounts in equal instalments, half-termly in arrears. Eligible students will be provided with a payments schedule.

## **6. Policy Review Frequency and Direction of Queries**

- 6.1 The Governing Body intends to review and update (as appropriate) the school's 16-19 Bursary Fund policy and procedures on an annual basis. For any queries or clarification required, please contact Mr Duffell or the Sixth Form team.