



Thorpe St Andrew School and Sixth Form
16-19 Bursary Fund

March 2017

16-19 Bursary Fund – Policy for Administration and Distribution

Introduction

To be eligible, students must be aged 16 or over and under 19 on 31 August in the academic year they start their programme of study. Where a student turns 19 during their programme of study, support will continue until the end of the academic year they turn 19 or the end of the programme of study, whichever is sooner.

The school will use the Fund to support the most vulnerable young people to participate in, and benefit from, Post-16 education and training and will look to raise awareness of the Fund wherever possible.

Funding for students in the defined vulnerable groups will be held centrally and drawn down by the school on demand via the submission of claims.

The school directly receives a limited allocation for the purpose of discretionary bursaries. These funds will be managed at the school's own discretion but in accordance with guidelines laid down by the Education Funding Agency (EFA).

Bursaries to Students in Most Vulnerable Groups

Young people in care, care leavers, young people in receipt of income support (or Universal Credit) in their own name; and disabled young people in receipt of Employment Support Allowance who are also in receipt of Disability Living Allowance (or Personal Independence Payments), will be eligible to receive a bursary of £1,200 a year, which can be in cash or 'in kind' (for example, a transport pass) or a combination.

The frequency of payments will be agreed on an individual case basis.

Appropriate confirmation of status will be requested and may come in the form of:

- Letter detailing the benefit the young person is entitled to.
- Written confirmation of current or previous looked-after status from the Local Authority which looks after them or provides leaving care services.

Discretionary Bursaries

The acceptance of requests for bursaries under this heading will be strictly subject to available funds. On this basis, the school will annually advise a date at the start of the autumn term by which time all applications should be submitted for assessment.

Applications for discretionary bursaries will be targeted towards those students facing the greatest financial barriers to participate in education. As part of this assessment, a student's household income will be taken into account.

Students who are eligible for a free school meal or whose parents maintain a current 'NHS Tax Credit Exemption Certificate', will take priority. Also students aged 19 and over who have an Education,

Health and Care Plan (EHCP) are eligible to apply for discretionary bursary funding (if all other scheme criteria are met).

On completion of the relevant application form, discretionary bursaries may be granted towards transport – where the most cost effective solution should be sought, food, equipment or other course-related costs for example trips. (Support towards the costs of any single trip will be limited to £200). These may be paid 'in kind'. In the case of books and/or equipment, these should be returned at the end of any course if suitable for a new young person. The school would not expect however that bursaries take the form of regular payments for living costs.

General

All payments from the Fund will be conditional on a student providing necessary documentation and meeting standards advised by the school for attendance and/or standards of behaviour. At this stage, payments will be made by cheque and against appropriate receipts where stipulated.

The school reserves the right to seek the return of any funds provided in advance, for example the purchase of a transport pass, to a student who subsequently fails to attend or leaves the Sixth Form.

The school will maintain a record of all applications and awards including number, value, purpose, whether awarded or not, and brief justification.

Any personal documentation sent to the school for example pay slips may be returned to the submitter upon request and submission of a stamped addressed envelope.

Appeals/Complaints

In the event that a student wishes to appeal against the decision made on a request for support, they are requested to follow the school's standard complaints procedure.