

BISHOP WORDSWORTH'S SCHOOL

16-19 BURSARY POLICY

Definitions:

1. *'Parent(s)' includes guardian(s) or any person who has parental responsibility for the pupil or who has care of the pupil.*
2. *Is to', 'are to' and 'must' are obligatory. 'Should' is not obligatory but is good practice and is to be adhered to unless non-compliance can be justified.*

PURPOSE

1. The 16-19 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's School's 16-19 Bursary Policy is consistent with the Education and Skills Funding Agency's 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. To receive or continue to receive a bursary the pupil must satisfy the following conditions:

- a. The pupil's punctuality must be good.
- b. There must be no unauthorised absences from lessons or registrations.
- c. The pupil must not have broken the terms of any Sixth Form contracts that apply.

3. 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.

BURSARY TYPES

4. There are two types of 16-19 bursary: Vulnerable and Discretionary.

5. **Vulnerable Bursary.**

- 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 or as authorised otherwise by the Remissions Panel.

6. **Discretionary Bursary.**

- 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:

- (1) Costs of transport to attend school.
- (2) Books and equipment.
- (3) Educational trips.
- (4) Relevant online courses.
- (5) Costs of attending university visits and interviews.
- (6) Costs of attending work experience placements.

b. **Amount Payable.** A maximum of £600 per year: £200 in the Autumn Term, £200 in the Spring Term, £200 in the Summer Term or as authorised otherwise by the Remissions Panel.

APPLICATION ASSESSMENT & PAYMENT

7. **Claim Assessment.** Parents and pupils should apply jointly using the form at the Annex and submit it to the Sixth form Office. A Remissions Panel composed of the Head of Sixth Form, the Bursar and the Headmaster, normally out of committee, is to assess each claim and authorise payments up to the permitted maximum starting in the term in which the claim was made.

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

CHANGES IN LEGISLATION

9. If, during the currency of this Policy, any statute or statutory instrument is enacted that adds to, modifies or is in conflict with any provisions of the Policy, then the Policy will be deemed to include any such statutory provision to the extent necessary to make the Policy compliant with that provision.

MONITORING AND EVALUATION

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

11. 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), 30.06.20; 22.03.21

ANNEX

A. Application Form.

ANNEX A
TO 16-19 BURSARY POLICY

16 – 19 BURSARY APPLICATION	
Pupil name:	
I understand that in order to continue to receive the bursary, if granted: 1. My punctuality must be good. 2. I must have no unauthorised absences from lessons or registrations. 3. I must not have broken the terms of any Sixth Form contracts that apply.	
Bank Details: Account name Sort Code Account Number	
Signed (Pupil) Date	
Name of parent/guardian making the application:	
Email address:	
Type of Bursary sought: Vulnerable/Discretionary	
List and attach copies of supporting documentation ¹ :	
I wish to apply for a 16 – 19 Bursary because ² :	
I will inform the School if our household circumstances change.	
Signed (Parent Date	
Notes: 1. Please provide sufficiently detailed information and supporting documentation concerning your household's financial circumstances for the application to be considered. Contact the Finance Office for advice if necessary. 2. Please give specific reasons which fall within the terms of the School Policy, stating the purpose(s) for which the Bursary will be used. Continue on a separate sheet if necessary.	

Completed forms should be sent with the supporting documentation to the Sixth Form Office.