



# 16-19 Bursary Policy

## 2023-24

<b>Approved by:</b>	Senior Leadership Team	<b>Date:</b> July 2023
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<b>Last reviewed on:</b>	July 2023
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<b>Next review due by:</b>	July 2024
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## Raynes Park High School Sixth Form: 16-19 Bursary Policy 2023-2024

From September 2011 the Government introduced a Bursary Fund to provide support for Sixth Form students from vulnerable groups and low income backgrounds. This replaces the Educational Maintenance Allowance (EMA). This policy explains how Raynes Park High School Sixth Form will administer and distribute these funds, based on guidance from the Education Funding Agency (EFA).

Raynes Park High School Sixth Form recognises that offering support to students from vulnerable groups and low income backgrounds requires sensitivity and confidentiality for those concerned.

### Eligibility

To qualify for the bursary students:

- Must be 16 or over but under 19 years old on 31<sup>st</sup> August in the academic year they start the course
- Must satisfy the residency criteria in the document EFA Funding Guidance: Funding Regulations

There are two types of Bursary that students can apply for:

- **Bursary for students from 'vulnerable groups'** : Young people who are looked after (in care); care leavers; young people in receipt of Income Support or Universal Credit because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them such as a child or partner, and young people receiving Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right, can apply for a bursary up to £1,200 per year as specified by the government.
- **Discretionary Bursary**: Students who are eligible for Free School Meals, or whose household receive Universal Credit or Working Tax Credit, can also apply for a discretionary bursary from the remaining fund to help with any costs towards their education. The amount awarded under this bursary will depend on the number of successful applications received.

In addition, we may also award discretionary bursary to students who experience exceptional and unforeseen financial difficulties regardless of their benefits status, applications for this bursary should be made by writing a letter to the Head of Sixth Form detailing the financial difficulties being experienced and can be made at any time.

### Applications and Assessment

Raynes Park High School Sixth Form will make every effort to ensure all students who are entitled to financial support from the Bursary will receive it. Details of the Bursary Fund and the application process will be displayed on the school website, letters will be sent home to parents/carers at the beginning of each academic year, and announcements will be made in assembly. The application forms and letters are shown in Appendix 1 and 2.

Students applying for the Bursary Fund will be asked to provide evidence to support their application e.g. Employment Support Allowance certificate, Disability Living Allowance certificate, a letter from Job Centre Plus setting out the benefit to which the young person is entitled, written confirmation from the Local Authority of the young person's current or previous looked after status or a letter from the Local Authority of entitlement to Free School Meals.

Students will also have to outline what they propose to use their bursary payments for, for example, to contribute towards transport costs, equipment, books, residential costs, resit fees, Open Day visits etc. Students should keep receipts as they will be asked to submit receipts to demonstrate that their bursary has been spent on their education.

All applications should be received by the Sixth Form Office by the dates specified in the letters and students will be informed of the result as soon as possible after that date. There will be three opportunities in the academic year to apply the bursary, awards will not be backdated and applications that miss a deadline will be assessed as part of the next round of applications. If there has been a change in circumstances, students can apply at any time. Part of the bursary available will be held back for late applications.

### **Payments**

For 'vulnerable' students entitled to up to £1,200 per year, six half-termly payments of up to £200 will be paid to the student. The payments will be made near the end of each half term of the academic year on production of valid receipts.

For students who qualify for the discretionary bursary, the amount they receive will be determined each year by the number of students who qualify for the remaining funds and the personal circumstances of each student. The Director of Finance will write to each student to inform them how much money they have been awarded. Again, there will be six half-termly payments made to students on production of valid receipts as above.

Some money may be paid directly by the school on the student's behalf to cover the cost of specific educational resources or trips.

Please note that students will need to apply to the Bursary Fund at the beginning of Year 12 and again at the beginning of Year 13. We cannot guarantee that students will be eligible for the same amount each year. Also, payments depend on very good attendance of at least 90% as well as a positive attitude and good school reports. This will be closely monitored. Payments can be withheld if students are not fulfilling these requirements.

### **Bank Accounts**

Payments will be made by BACS transfer directly to the student's bank account. The bank account must be in the student's name except in exceptional circumstances when the student is unable to administer their own account. Payments may be made to a joint account where the student is one of the account holders.

### **Appeals**

Students are entitled to appeal against decisions made in relation to their application for a bursary or the withholding of payments. They should first raise their concerns with the Head of Sixth Form, and if this fails to resolve issues, they should make a written appeal to the Headteacher who will review the decision with a member of the school's Governing Body.

### **Fraud**

Students found to be making fraudulent claims will be required to refund all payments received and may be asked to leave the school.

## APPENDIX 1: Raynes Park High School Sixth Form: 16-19 Bursary Fund Application

Please complete the following form to register your son/daughter's eligibility for the 16-19 Bursary Fund. Please note that the fund is limited. We recognise that offering financial support to students from vulnerable groups and low income backgrounds requires sensitivity and respect for all concerned. Information relating to applications will be treated confidentially. Applications must be submitted in a sealed envelope to Mrs Liste in the Sixth Form Office.

### Student details

Surname / Family name	
First Name(s)	
Age on 31 <sup>st</sup> August 2023 (you must be 16, 17 or 18 on this date to apply)	
Address	
Postcode	
Student's e-mail address	
Home phone number	
Mobile phone number	
Nationality and passport number	
How many years have you been resident in the UK?	
Bank Details (Bank account must be in the student's name)	Bank: Sort Code: Account Number: Account Name:

### Parent/Carer details

Surname / Family Name	
First Name (s)	
Address (if different from above)	
Postcode	
Home phone number	
Mobile phone number	

**Please indicate into which category you fall:**

**CATEGORY 1: STUDENT FROM A VULNERABLE GROUP**

I wish to apply to the 16-19 Bursary Fund because I am a student in a 'vulnerable group'. I am eligible because I am: (please tick)	
<input type="checkbox"/>	A young person who is looked after (in care)
<input type="checkbox"/>	A care leaver
<input type="checkbox"/>	A young person in receipt of Income Support (or Universal Credit) in my own name
<input type="checkbox"/>	A disabled young person in receipt of both Employment Support Allowance and Disability Living Allowance (or Personal Independence Payments)
I am attaching the following evidence (e.g. an official letter) to support my application:	

**CATEGORY 2: STUDENT APPLYING FOR A DISCRETIONARY BURSARY**

**EITHER**

I wish to apply to the 16-19 Bursary Fund because I am: (please tick)	
<input type="checkbox"/>	A student entitled to Free School Meals
If you are eligible for Free School Meals but you have not completed an application form or claimed for this in the past at Raynes Park High School, please contact the School Office for the relevant application form.	

**OR**

My household are entitled to Working Tax Credit, (please tick):	<input type="checkbox"/>
My household are entitled to Universal Credit, (please tick):	<input type="checkbox"/>
<b>Please attach a copy of your household's Working Tax Credit Award Notice marked this year. It must be a full year, not a partial award - Full Award Notice. (Tax Year ended 05/04/2023), or the last three months of your Universal Credit statements.</b>	

Please indicate by ticking below what you intend to use your 16-19 Bursary Fund payments to contribute towards:

<input type="checkbox"/>	Transport	<input type="checkbox"/>	Meals	<input type="checkbox"/>	Books/ equipment	<input type="checkbox"/>	Course related trips	Other: (please specify)
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Please note that students in Category 1 will receive a bursary of up to £1,200 this year. Students in Category 2 will be informed how much of a bursary they will receive once we know how many students are eligible for the remaining funds and their individual needs. Please note that you will have to apply to the 16-19 Bursary Fund at the beginning of each academic year and you cannot be guaranteed the same bursary amount each year. Good attendance and a positive Attitude to Learning are also essential requirements to receive bursary payments. Before each instalment, we will require you to submit receipts to show that the bursary money has been spent on educational purposes.

**Declaration:** I declare that the statements made on this form are true to the best of my knowledge.  
I undertake to inform the school in writing of any changes to my financial circumstances.

Signed (Student):	
Signed (Parent/Carer):	
Date:	

**APENDIX 2: Raynes Park High School Sixth Form: 16-19 Bursary Fund Financial Self-Declaration for Academic Year 2022/23 Bursary holders**

**Declaration:** I declare that my family's financial circumstances have not changed since I submitted my application for the Bursary Fund during Academic Year 2022/23 and I wish to reapply for the new Academic Year 2023/24.

Signed (Student):	
Signed (Parent/Carer):	
Date:	

**Please return completed forms to Mrs Liste in the Sixth Form Office.**