

SIXTH FORM 16 – 19 Bursary Fund Policy

1. Purpose

The 16-19 Bursary Fund exists to help students continue with and complete their course where they would otherwise be prohibited from doing so on financial grounds. This funding replaces both the Education Maintenance Allowance and the Discretionary Learner Support Funding for September 2011 onward.

The Fund is intended to help with the hardship needs of individual students. Its intent is to “enable” a learner to continue with his or her education and should not be viewed as an incentive to attract young people into learning. Generally, awards from the fund will be used towards essential course related costs such as books, equipment, travel, field trips, visits and other costs associated with living and learning.

2. Statement of Principles

Trinity Sixth Form will seek to ensure that the funds available are:

- ☐ Distributed fairly through a process which is transparent and easily understood. Information about the process for application and consideration is available from the Sixth Form and on the website (www.trinityhigh.com)
- ☐ Assessed and allocated to each individual's need, taking into account the financial circumstances of the applicant and the intended use of the award
- ☐ Used to widen access to, and participation in, sixth form education.

16-19 Bursary Funding and the guidance concerning the administrative arrangements, priority groups for support and monitoring arrangements is issued by the Education Funding Agency (EFA). This gives a broad overview of the Fund on the whole and instructs schools on the appropriate use of the funding.

3. Eligibility

Students must be aged between 16-19 on 31st August of the current academic year in order to be considered for a bursary

The 16-19 Bursary Fund has two elements:

Vulnerable Students (First Priority Group)

The following students will be eligible to receive a Discretionary Bursary of up to a maximum of £1,200 per year, if agreed standards of behaviour and attendance are met:

- ☐ in care—being a looked after children in the care of the Local Authority or foster parents
- ☐ care leavers (after the age of 14)
- ☐ those young people who receive Universal Credit in their own right.
- ☐ in receipt of Personal Independence Payment (PIP) in their own right.

Discretionary Bursary

Students apart from those in the First Priority Group may also apply for assistance from the Bursary Fund. These awards will be targeted towards young people facing financial barriers to participation in sixth form studies. Priority will be given to those young people from the families with the lowest household income as outlined below. Again agreed standards of behaviour and attendance should be met.

Second Priority Group—those eligible for Free School Meals

Third Priority Group— those with a household income of between £16,149 and £35,000.

4. Application Process:

Step 1: To receive a Discretionary Bursary, students will need to provide appropriate evidence of their eligibility. Completed Application forms, including evidence of eligibility, should be submitted online by **Friday 29th September** for confirmation of eligibility.

Examples of appropriate evidence we may request are:

- Previous 3 to 6 months' worth of payslips;
- P60 for 2022-2023;
- Written confirmation of a student's current or previous looked after status from the relevant local authority; and/or
- Written confirmation of a benefit award or tax credit notice, in the name of the student or the parent from 2022-2023

Any evidence provided will be stored in line with GDPR.

Should circumstances change throughout the year, Trinity Sixth Form must be contacted.

Step 1: Following confirmation of financial eligibility, please proceed as follows:

Step 2: Application forms for the Discretionary Bursary should be completed and returned to the Sixth Form.

Step 3: Applicants will be advised as to the outcome of their applications

- ☐ Students in the first priority group will receive direct payments to their individual bank accounts.
- ☐ Other successful applicants will either have the books, equipment or other costs provided by the school or direct payment will be made to their bank account on a termly basis.
- ☐ Unsuccessful applicants will have the right of appeal. (see section 8)

5. Statement of Practice

Attendance and behaviour requirements align with the attendance and behaviour standards expected of all students who are part of Trinity Sixth Form and can be found in the Student Agreement and the school's Attendance Policy. Students will be asked in the first week of term to sign a learning agreement and failure to abide by this will jeopardise their Bursary payments.

Attendance:

Attendance should be 100% unless ill. Any absence through illness MUST be recorded on the day and updated daily.

NB. Discretionary Funding will cease if the recipient leaves Sixth Form.

6. Awards Process—further information

Discretionary Bursaries are made for specified course related costs and/or other costs viewed as presenting a barrier to the individual learner's participation in education. The amount of each award will be assessed and disbursed on an individual, case by case basis as detailed in the individual's application form.

The School may offer bursaries in the form of non-cash "in kind" payments where appropriate, such as travel vouchers or meal vouchers, attendance on course related school trips etc.

Any cash payments following deduction of "in kind" payments will be paid in monthly instalments to the student's bank account.

7. Decision Making

The criteria identified in this policy document are guidelines to the decision-making process. Every effort is made by the Sixth Form to consider each application on its own merits.

The 16-19 Bursary cannot be used to compensate for a student's failure to apply for other sources of support that may be available to them. The funding available is limited and cannot be guaranteed.

8. Appeals Process

Should students disagree with the outcome of either their application for a Bursary award or, where a payment has been withheld due to attendance/behaviour, they should follow the School's complaints procedure.

Full details of the School's Complaints Policy are available by following the link on the website to the section on "Policies".

9. Review of Policy

This policy will be reviewed on an annual basis, taking into account guidance from the Department for Education and the Young People's Learning Agency. It will then be approved by the Governing Body

