



### **Aims**

To ensure all Sixth Form Students who are eligible for bursaries understand how to apply and the basis by which the funds are administered. The purpose of the bursary is to:

- Support & retain students
- Promote positive attitude to learning

### **Scope**

All Sixth Form Students & Parents, Sixth Form Teachers, TLRs Year 12 & 13 & Sixth Form Administrator

### **Responsibility**

TLRs Year 12 & 13 & Sixth Form Administrator

### **Student Bursary Allowance**

The 16 to 19 bursary is a scheme to help the most vulnerable young people continue in full-time education.

### **The scheme is made up of two parts:**

1. There are guaranteed bursaries of £1,200 a year for the most vulnerable students which are classifies young people:

In vulnerable groups - young people in care, care leavers and young people in receipt of income support (typically, young people living independently of their parents, young people whose parents have died. Schools will ask to provide evidence of students being in these groups and a letter for the local authority must be included.

2. Schools, colleges and training providers will then be able to award discretionary bursaries to any student who faces genuine financial barriers to staying on in education and training to help with costs such as transport, food or equipment.

A Discretionary Bursary of £600 will be awarded to young people in receipt of free school meals and who meet the conditions relating to attendance and behaviour. The Discretionary Bursary will be paid by BACS payment directly into the student's bank account in the following instalments:

**First half-termly payment** of £100 payable after six weeks from the commencement of the programme of study. **Half termly payments** of £100 at the end of each half term.

Supporting Evidence will be:

- Confirmation from the Local Authority of entitlement to Free School Meals
- Any change in financial circumstances that will affect the student's entitlement to Free School Meals must be notified to the Local Authority authorising the free school meal entitlement.

### Statement of principles & criteria for bursaries

The bursary is based on attendance & punctuality and should be applied fairly and consistently. To receive the bursary students must adhere to the following criteria:

1. On the basis of a minimum attendance of 95% attendance excluding authorised absences (aim to have 100%)
2. Punctuality - no more than 2 late in a half term this includes to school or to lessons.
3. Half termly payments will be made in arrears
4. Behaviour - Non receipt of payment if on TLR or AHT report
5. All absence procedures correctly followed
6. All students are eligible for a bursary if their parental income is below a certain level that will be determined by individual schools and colleges. The benefit will be based on the most current evidence of household income either through benefits in employment.
7. Residency - Asylum seekers are eligible and passports must show 'remain to leave'.
8. Students will sign a student contract which states the standards expected by the school and confirms the legitimacy of the evidence provided for the household income
9. Attainment – Students to fall a total of no more than 1 full assignments behind. Coursework deadlines met and achieving minimum target grades.

### Disadvantage Bursary Fund

Students are able to make termly applications to receive disadvantage fund of £100 to help support their studies, this will be open to all students however based on completing the bursary form. Payments will be made to student's bank account and their name **MUST** be on the account. It will be made half termly and paid in arrears. The criteria for the fund will be based on the same criteria listed under the 'principles & criteria for disadvantage fund'

### Statement of principles & criteria Disadvantage Fund

The bursary is based on attendance & punctuality and should be applied fairly and consistently. The process should be easily understood and accessible to young people. The process should identify eligible student in a timely fashion. To receive the bursary students must adhere to the following criteria:

1. On the basis of a minimum attendance of 95% attendance excluding authorised absences (aim to have 100%)
2. Punctuality - no more than 2 late in a half term this includes to school or to lessons.
3. Half termly payments will be made in arrears
4. Behaviour - Non receipt of payment if on TLR or AHT report
5. All absence procedures correctly followed
6. All students are eligible for a bursary if their parental income is below a certain level that will be determined by individual schools and colleges. The benefit will be based on the most current evidence of household income either through benefits in employment. FHS's Finance department to have oversight for eligibility.
7. Residency - Asylum seekers are eligible and passports must show 'remain to leave'.
8. Students will sign a student contract which states the standards expected by the school and confirms the legitimacy of the evidence provided for the household income
9. Attainment – Students to fall a total of no more than 1 full assignment behind. Coursework deadlines met and achieving minimum target grades.