



# Whitby School

## 16-19 Bursary Fund Policy Statement

### **Governance Status**

**This policy has been adopted by the Governing Body and will be reviewed annually.**

| Review dates   | By Whom             | Approval dates   |
|----------------|---------------------|------------------|
| January 2020   | Staff and Governors | 25 February 2020 |
| January 2021   | Staff and Governors | 13 May 2021      |
| March 2022     | Staff and Governors | 22 March 2022    |
| February 2023  | Staff and Governors | 21 March 2023    |
| July 2024      | Staff and Governors | July 2024        |
| September 2024 | Staff and Governors | September 2024   |
| September 2025 | Staff and Governors | September 2025   |

**Signed by the Chair:**

## **Introduction**

The 16-19 Bursary Fund exists to help students continue with and complete their post-16 course(s) where they would otherwise be prohibited from doing so on financial grounds. Bursaries awarded are 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. We expect that, generally, awards from the Bursary will be used towards essential course-related costs such as books, equipment, travel, field trips, visits and other costs associated with learning, specific to each student's circumstances and course needs. Whitby School Sixth Form will seek to ensure that the funds available are:

- distributed fairly through a transparent and easily understood process
- assessed and allocated according to each individual student's need, taking into account the financial circumstances of the applicant
- used to widen access to, and participation in, sixth form education
- award each student the financial support they need to help them achieve and participate in education
- help students with the essential costs of participating in their study programme.

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

*Please note: there is a **limited** amount of funding which means that it will not be possible to support every application and priority will be given to those students from the families with the lowest household income and/or highest demonstrated need. **This cannot be determined until enrolments for the academic year are confirmed and the eligible applicants are known by the Whitby Sixth Form team.***

## **The 16-19 Bursary Fund has two elements:**

### **1. Priority/Vulnerable Groups**

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

- in care
- care leavers
- receiving 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
- 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.

Attendance is expected to remain above 90% for students to receive a bursary payment and behaviour must align with that expected of all students attending the Sixth Form.

### **2. Discretionary Bursaries for other Young People**

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 families with a household income of less than £28,000. Agreed standards of behaviour and attendance as outlined above must be met. **Once this priority group are resourced, and if there are sufficient funds, Bursaries will be offered to other young people to help with travel costs. The details of this will be clearly notified to parents and students at the time via assemblies, the parents' newsletter, Sixth Form Tutors and the website.**

## **Application Process**

- Step 1: Completed financial assessment forms should be returned to the Sixth Form office for confirmation of eligibility. Once confirmation of financial eligibility is received,
- Step 2: Applicants will be advised as to the outcome of their financial eligibility application
- Step 3: Those who are deemed eligible can submit as many applications for bursary funds as they wish.
- Step 4: The bursary team meets fortnightly to consider applications. Successful applicants tend to be those who ask for something specific that will aid their studies.
- Step 5: Applicants receive a letter with the outcome of their applications.
- Students in the priority group will receive direct payments into their bank account, four times per year
- Unsuccessful applicants will have the right of appeal
- All applications will be treated in the strictest confidence.

Both types of bursary payment are DISCRETIONARY, dependent on funds and conditional upon a student meeting the attendance and behaviour standards stated above.

Attendance and behaviour requirements align with the conduct standards expected of all students who are part of Sixth Form; ie, attendance should remain above 90% and students must not contravene the KS5 Code of Conduct beyond Stage 2.

Where the learner does not meet the agreed attendance or behaviour standards, which will be monitored on a weekly basis, the Sixth Form will make every effort to advise the learner and help resolve any issues but retains the right to rescind or suspend bursary payment(s).

## **Appeals' Process**

Should learners 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, using the Bursary Fund Appeals form available from the Sixth Form office. Any additional information you wish to provide that you feel is relevant to your application may be attached.

All appeals will be administered by the Sixth Form Bursary Team and considered by the Head Teacher. Written confirmation of the outcome of the appeal will be sent out within 10 working days of the appeal being received.

## **Review of Policy**

This policy will be reviewed on an annual basis, taking into account the views of Whitby School Sixth Form, young people and their parents, and guidance from the Department for Education and Local Authority, as applicable.