



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

Signed by the Chairs:

A handwritten signature in black ink, appearing to be "S Crossland".

S Crossland

A handwritten signature in black ink, appearing to be "C Zanelli".

C Zanelli

Introduction

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.

The Bursary 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. 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 living and learning. Whitby 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.

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

Students can claim Employment and Support Allowance or Universal Credit in their own right while living in the parental home – students do not necessarily need to be living independently. Please note that parents will not be able to continue to claim Child Benefit if the student successfully applies for ESA.

Attendance is expected to remain above 90% for students to receive a bursary payment and behaviour must not contravene the KS5 Code of Conduct beyond Stage 2 and align with that expected of all students attending the College.

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, the bursary 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, Whitby Sixth Form Coaches and the website.**

Application Process

- Step 1: Completed financial assessment forms should be returned to the Whitby 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 Whitby 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 College's complaints procedure, by completing the Bursary Fund Appeals form available from the Whitby 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 Principal. 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 the Whitby Sixth Form, young people and their parents, and guidance from the Department for Education and Local Authority, as applicable.