

Beaminster School and The Sir John Colfox School Joint Sixth Form **16-19 Bursary Fund**

Purpose

To distribute the funds allocated by the government in a fair way to support students in undertaking Sixth Form Study.

There are two types of Bursary available:

1. Bursaries of at least £1,200 for all young people in the following nominated vulnerable groups:
 - Students in care
 - Care Leavers
 - Students claiming income support
 - Disabled young people who receive Employment Support Allowance and Disability Living Allowance.

2. Discretionary bursaries to young people facing genuine financial difficulties which may affect their participation in education.

Need

The level of discretionary bursary support provided will be dependent on the costs students can demonstrate they incur through entering Sixth Form Study.

Documentary evidence of these costs must be provided unless the cost is a charge made by the school. Examples of costs would include (but are not limited to) –

- Travel to and from school
- Personal Protective Clothing (such as chef's whites) or necessary clothing required for the course.
- Books, materials and equipment needed for particular course (such as for Art or other practical subjects).
- The cost of educational visits related to courses.

Level of Funding and Frequency of Payments

At the start of the year the estimated cost of providing funding to all the students in the vulnerable group and a 5% administration charge will be set aside from the bursary fund. One third of the remaining funds will be distributed to all eligible students in the discretionary bursaries groups to fulfil their identified educational needs. If there are insufficient funds available to meet all the needs a percentage of available funds will be established by dividing the sum available by the level of established needs. Eligible students should then receive a percentage of the cost of their identified needs. The amount of bursary will be reviewed at the beginning of each half term to ensure that all eligible students receive a percentage based on their needs.

Assessment and evidence of entitlement

The bursary supplied to young people in vulnerable groups is assessed using evidence that indicates the young person is eligible and belongs to one of the nominated groups, as indicated above. Appropriate evidence could include:

- A letter setting out the benefit to which the young person is entitled

- Written confirmation of the young person's current or previous looked after status from the local authority which looks after the student.

Discretionary bursaries will target young people where the parents receive Income Support, Income based Jobseeker's Allowance (JSA), Child Tax credit, and Working Tax Credit and their annual income (as assessed by the Inland Revenue) does not exceed £25,521, the Guarantee element of State Pension Credit, Employment & Support Allowance (income related only) or support under Part IV of the Immigration and Asylum Act 1999. Appropriate evidence could be:

- Letter or similar showing the receipt of benefit
- P60
- Tax Credit award notice
- Evidence of self-employment income
- Receipt of Free School Meals. **Students in receipt of FSM do not need to provide further evidence as this will already have been checked by the Dorset County Council and they will automatically be considered eligible for the discretionary bursary. We would encourage all students in receipt of the discretionary bursary to apply for FSM.**

Evidence must be dated within three months of an application. If there is no recent proof a previous reward letter will be acceptable if it is accompanied by a recent bank or post office account statement showing benefits paid.

Payment of bursaries

Payments will be half-termly in arrears by cheque or direct bank payment to the young person unless otherwise indicated by the young person.

In some cases, "in kind" payments may be more suitable: for example, transport passes for school buses or equipment, such as scientific calculators, that the school is able to bulk buy and provide at a lower prices.

Condition of payment

Payment is conditional on good attendance including punctuality and a good approach to study:

- All absences must be properly notified and authorised by calling into the school office on each day of absence.
- Known absences (e.g. medical appointments, University visits etc.) should be notified by completing a 'request for authorised absence' slip and returning it to the Sixth Form Office before the date of the event.
- Students should be punctual to registration and lessons and there should be no 'lates' reported on BROMCOM.
- Holidays during term time and prolonged medical absences will not be paid as the bursary is awarded to support participation in education
- Behaviour and effort in lessons are also conditions of payment and negative feedback from teaching staff will result in bursary payments being declined.

Payments received as part of the transitional arrangements for the ending of EMA will be taken into account and students who receive funding in this way will only receive bursary funding if under the bursary arrangements they would have received more than the £780 they are entitled to receive under the transitional arrangements. In this case the bursary fund will pay the difference between the amount that would have been rewarded and £780

Decisions

Decisions about acceptability of evidence for eligibility and assessment of need will rest with the Heads of Sixth Form. Appeal about any decision would be to a panel of the Head Teacher and a governor. Appeals must be made in writing within five working days of decisions being issued.