



Fulford School Sixth Form The 16-19 Bursary Fund Policy Statement 2017-2018

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 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, exam resit fees, travel to school/higher education institutions, meals, field trips and visits. Fulford School will seek to ensure that the funds available are:-

- Distributed fairly through a process which is transparent and easily understood
- Assessed and allocated to each individual's needs, 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 Young People's Learning Agency (YPLA). This gives a broad overview of the Fund on the whole and instructs schools on the appropriate use of the funding.

Please note: there is a limited amount of funding which means that it may 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.

The Fund has two elements:-

1. Guaranteed Award

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

- young people who are looked after children in the care of the Local Authority or foster parents
- care leavers
- those young people who receive Income Support in their own right
- disabled young people in receipt of both Employment Support Allowance and Disability Living Allowance

These students may also apply for further support during the year. Attendance and behaviour standards can be found in the student handbook available from the Sixth Form Office and align with those expected of all students attending Fulford School.

2. Discretionary Award

These awards will be targeted towards other young people facing financial barriers to participation in Sixth Form studies. Priority will be given to those young people from households with low incomes. Agreed standards of behaviour and attendance should also be met. The priority groupings in order are defined as:-

- Students qualifying as most vulnerable and entitled to £1,200 bursaries
- Students in receipt of free school meals
- Students with household income below £35,000

Application Process for Discretionary Awards

Step 1: Completed financial assessment forms, together with the documentation required, should be returned to the Sixth Form office for confirmation of eligibility, ideally by the end of September 2017. However, applications can be made at any point throughout the year.

Step 2: Confirmation of **financial eligibility** will be confirmed to the student by e-mail.

Step 3: Claim forms are available from the Sixth Form office or can be downloaded from the school website. Forms should be completed by the student and returned to the Sixth Form office with supporting evidence such as receipts attached. Please note that claims for travel/books/equipment and other purchased items will not be processed unless a receipt is provided.

Step 4: Applicants will be notified of the outcome of each individual claim by e-mail.

Successful applicants will either have the books, equipment or other costs provided by the school or direct payment will be made to the applicant on production of receipts.

Unsuccessful applicants will have the right of appeal.

All applications will be treated in the strictest confidence.

NB If a student's or household's financial circumstances change during the year, the student MUST inform the Director of Sixth Form immediately.

Awards Process

Awards 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 allocated on a case by case basis.

The School may offer bursaries in the form of non-cash "in kind" payments where appropriate, such as contributions to travel passes or meal credits, payments for course related school trips etc. Any equipment purchased by the school for use by an individual learner remains the property of the school and must be returned upon completion of or withdrawal from the course.

In line with the "something for something" ethos, receipt of bursary payments are conditional upon a student meeting attendance and behaviour standards which are agreed in advance and set out in the student handbook.

Attendance and behaviour requirements generally align with the conduct standards expected of all students who are part of the Fulford School community and can be found in the student handbook. Where the learner does not meet the agreed attendance or behaviour standards, which will be monitored on a half-termly basis, the school 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 the withholding of a payment due to attendance/behaviour, they should write formally to the Director of Sixth Form.

All appeals will be considered by the Director of Sixth Form. Your letter of appeal should include your name and form and the reasons for your appeal. Any additional information you wish to provide that you feel is relevant to your application can be attached. Written confirmation of the outcome of the appeal will be sent out within ten days of the appeal being considered.

Review of Policy

This policy will be reviewed on an annual basis, taking into account the views of the school, young people and their parents and guidance from the Department for Education and the Young People's Learning Agency.