



Fulford School Sixth Form The 16-19 Bursary Fund Policy Statement 2024-2025

Purpose

The 16-19 Bursary Fund exists to help students continue with and complete their courses 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 and compulsory trips.

Statement of Aims

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 Education Funding Agency (EFA). 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.

Eligibility

The 16-19 Bursary 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 or Universal Credit in their own right
- disabled young people in receipt of Disability Living Allowance or Personal Independence Payments as well as Employment and Support Allowance and Universal Credit in their own right

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:-

- Priority 1 - Students qualifying as most vulnerable and entitled to £1,200 bursaries and students in receipt of free school meals
- Priority 2 - Students with household income below £25,000

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, by **30th September 2024**.

Step 2: Confirmation of a successful application will be confirmed to the student via email.

Step 3: Claim forms are available from the Sixth Form office. 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.

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 Sixth Form Administrator immediately.

Expectations of Students

Attendance and behaviour requirements align with the attendance and behaviour standards expected of all students at Fulford Sixth Form and can be found in the Student Agreement and Attendance Policy. Where the learner does not meet the agreed attendance or behaviour standards, which will be monitored on a regular basis, the school will make every effort to advise the learner and help resolve any issues but retains the right to rescind or suspend Discretionary payment(s).

In summary, the following is expected from students making a claim:

- Attendance – high attendance in line with Sixth Form policy with no unauthorised absences
- Punctuality – Not late on any more than two occasions during any single week
- Discipline – No behaviour and disciplinary record

Claims may be refused if students do not meet the above criteria. However, each claim will be looked at on an individual basis.

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. In extenuating circumstances, the Sixth Form reserves the right to make awards to individual students who do not necessarily meet the listed criteria.

The Sixth Form 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.

The funding available is limited and, with the exception of the guaranteed Discretionary awards, will not be guaranteed.

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.

Data Protection

Please note that all financial records will be kept securely on school premises for seven years for audit purposes.

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.