



Longdean School

16 - 19 Bursary Fund Guidelines for Providing Financial Support to Eligible Students

Reviewed: January 2014
Ratified:
Next review: January 2016

Policy Title: 16 - 19 Bursary Fund

Rationale

This policy exists to provide a framework for supporting all students to flourish, regardless of ability, personal circumstances or special needs, and supports our desired outcomes of developing independence.

- The key purpose of this policy is to ensure that all students in the Sixth Form are able to access the full range of educational opportunities on offer and that social or economic deprivation does not prevent any young person from realizing his or her full potential as determined by prior attainment.

Purpose

- This fund will be distributed in a manner that provides eligible young people with financial support or support "in kind" (for example, provision of additional textbooks) which directly enables them to access Sixth Form provision in the East Dacorum Consortium.
- The school will use appropriate discretion and knowledge of each individual student to ensure that funds are carefully targeted and that "best value" is always realized.
- Allocation of support will be dependent on eligible students fulfilling specified criteria concerning attendance and attitude to learning.
- The fund will not be used to fund any activity which is not directly linked to the student's education.

Guidelines

The Bursary Fund has three elements, **Level A**, **Level B** and **Level C**: -

- **Level A: High Level Support** (for the most vulnerable young learners) Young people in care, care leavers, young people in receipt of income support and disabled students in receipt of Employment Support Allowance who are also in receipt of Disability Living Allowance will be eligible to receive a bursary of up to £1200 per year.
- **Level B: Medium Level Support** The school will use discretion to make awards in ways that best fit the needs and circumstances of identified students. These awards will always be targeted to students facing financial barriers to participation such as the costs of transport, meals, books and educational equipment. These students will be eligible to receive financial support up to £500 per year initially. These allocations will be made following separate individual applications for items such as school trips and visits, books and other equipment and school clothing. Students eligible for Free School Meals are awarded £200 paid in staged payments at the start of each half term between September and May. Further payments may be made through separate individual applications. Payments are conditional on attendance and attitude to learning.
- **Level C: Occasional and Incidental Support** through allocation of **Discretionary Support Funds**. Any student in needy circumstances may apply for financial assistance during the course of the year. The school is free to determine the scale of discretionary bursaries and the frequency of payments for all awards. It is vital that the School is able to verify that "best value" is being obtained and as such will frequently look to make awards "in kind". This might include purchase of specific items of equipment such as an artist's set or providing a subsidy to the cost of an additional educational trip closely linked with a specific course.

Eligibility

- Students must be under 19 years of age on 31 August in the academic year in which they start their programme of study. In general, bursaries will only be paid to young people who have reached the statutory school leaving age.
- The most vulnerable young people will be eligible for a Bursary at Level A of £1200 per annum. The school will need appropriate evidence of all eligible students in this category. This typically might include a letter setting out the benefits to which the young person is entitled and written confirmation of the young person's current or previous looked-after status from the Local Authority or appropriate care service.
- Students who are eligible for support under Level B bursaries will likely include those students entitled to free school meals and those where there is evidence of families receiving additional forms of income support.
- In all cases, the Sixth Form pastoral team will have complete discretion in recommending students for individual financial support. Such recommendations will take into account changing family or other personal circumstances and will be responsive to all needs including those which may only be temporary.

Allocation of Funds

- Students will be asked to apply for either Level A or B funding on an appropriate application form (see below). This form will be confidential and it is anticipated that many students will be invited to apply for financial support because of the school's knowledge of their personal circumstances.
- Within five working days of receiving an application, the school will inform the student of the exact level of support they can expect over the academic year. This proposed rapid turnaround is to allow each student to make an informed decision in good time. The statement of intended support provided to the student will also include explicit reference to any portion of support that might be discretionary. In addition, the statement will clearly outline all expectations on the student, for example, attendance and punctuality rates and expected attitude to learning descriptors, including the requirement to meet any coursework or assignment deadlines.
- Any distribution of funding must be authorized by the Headteacher or an appropriate member of the Senior Leadership Team.
- Payment will be made by cheque to the young person.
- In most circumstances, the school will require receipts where funding has been provided for a specific purchase. For example, for the purchase of a textbook or item of equipment.
- In many cases, financial support will be provided by the school directly purchasing the equipment or service needed, for example, by providing a ticket to an educational conference or supporting the cost of fieldwork.
- Allocation of Bursary Funding is dependent on students' attendance, behaviour and attitude to learning.
- The allocation of Bursary Funds will be monitored applying the same "best value" criteria used for all financial monitoring of the school's activities. The Governors will also require the Headteacher to ensure that all centrally received Bursary Funds are dispersed to support eligible young people on roll and are not diverted to other needs.
- As with all aspects of the school's provision, any young person has a right to challenge any decision about funding levels via the school's documented complaints procedure.

APPENDIX A

Appendix A sets out examples of areas of support that may be relevant to students who apply for Discretionary Support funding. It should be noted that any allocation would only be made on receipt of completed registration and request for discretionary bursary funds documentation. Examples of the way in which support may be provided to students applying for the allocation of a Discretionary Bursary (under Levels B or C, as set out within the Guidelines) are as follows;

Area of support	How support may be provided if a Discretionary Bursary is approved
Books and equipment	Books and/or equipment may be purchased on your behalf (or allocated free of charge) by the school and provided for your sole use whilst you are enrolled on a course of study. At the completion of your study, you would be expected to return books to the school for use by future students. As such, books and/or equipment should be well looked after. Alternatively, the cost of books and/or equipment may be reimbursed on production of receipts. A proportion of the cost will usually be funded through the Bursary, typically 65%.
Travel to and from school	Support would be provided through provision of the full cost of a travel pass or a contribution made towards travel costs, typically 65%.
Field trips and additional course costs	A proportion of the cost of field trips or other visits required to be undertaken by a student could be allocated. This amount would be deducted from the total amount charged for a trip or visit. In some circumstances, the full cost may be met.
Travel to universities for Higher Education interviews	Travel costs will only be covered for university interviews where these form an essential part of the selection process. Travel costs will be reimbursed on production of receipts or at an agreed mileage rate.
Examination fees (including entrance examinations where relevant)	Where it is necessary for a student to sit examinations, for example university entrance tests, the examination fee/proportion of the fee could be paid directly by the school. Fees for public examination resits would not usually be covered.
UCAS application fee	The fee for making an application though UCAS may be borne by the school in certain circumstances.
Clothing for school (in extreme circumstances only)	An allowance will be allocated to a student for the purchase of clothing which fulfils the Sixth Form dress code, typically 65% of the cost upon the production of receipts
Costs of extra-curricular activities (only when these are directly relevant and essential)	A contribution towards the fees for attending extra-curricular activities may be covered by the school, but only when these are shown to be directly relevant to a course of study and it is considered

	essential for a student to take part in these.
Other costs that directly support attendance at school	There may be other examples of where an allocation may be made. These will be assessed on an individual basis, based on information provided by the applicant.