

# **16-19 Bursary Policy**

**Policy Number: HBS055**

**Governor Committee: ARR**

**Author: DiW**

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**Issue Date: 4<sup>th</sup> July 2023**

**Review Date: 4<sup>th</sup> July 2025**

## Policy Review

This policy will be reviewed in full by the Governing Body every 2 years.

The policy was last reviewed and agreed by the Governing Body on 4<sup>th</sup> July 2023  
It is due for review in 24 months from the above date.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Head Teacher**

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Chair of Governors**

## **Background**

The 16-19 Bursary Fund has been allocated by the Education Skills & Funding Agency (ESFA), the body responsible for funding 16-19 education and training.

This policy sets out arrangements for how Hitchin Boys' School will administer the 16-19 Bursary Fund.

The school is committed to ensuring the Fund is fairly distributed to support financially disadvantaged students to continue with their education post-16.

## **16-19 Bursary Fund**

The Government funds a bursary scheme to help the most vulnerable 16-19 year-olds overcome specific financial barriers, so they can remain in full time education. There are 2 types of bursaries:

1. A Vulnerable Bursary which is a payment of £1,200 to a small group of the most vulnerable students
2. A Discretionary Bursary to be distributed according to school policy.

A student must be aged 16 or over but under 19 as at 31<sup>st</sup> August in the school year in which they are applying for funding.

### **Vulnerable student bursary:**

Students in Year 12 and 13 must fulfil at least one of the following criteria to be eligible to receive a vulnerable student bursary of £1,200:

- Students in care.
- Students leaving care.
- Student receiving Income Support or Universal Credit because they are financially supporting themselves, or financially supporting themselves plus someone who is dependent on them and living with them, such as a child or partner.
- Students receiving Disability Living Allowance or Personal Independence Payments as well as Employment and Support Allowance or Universal Credit in their own right.

Evidence of eligibility will be required for the vulnerable student bursary, for example, a letter detailing the entitlement benefits or written confirmation of current or previous looked after status.

### **Discretionary bursary:**

Students facing genuine financial difficulties and who do not meet the criteria for a Vulnerable Bursary, may be awarded a Discretionary Bursary to help students with the cost of travel, books, equipment, school trips etc.

The discretionary bursary will be assessed against household income and benefits received. A list of evidence required is detailed in the application form.

The School Business Manager will make the decision whether to award a bursary in consultation with the Senior Leadership Team.

The amount that can be awarded depends on each student's individual circumstances, their actual level of financial need and how many students in total are claiming.

The school reserves the right to use up to 5% of the total bursary allocation to cover administration costs. The school has the discretion to pay bursaries 'in kind', e.g. specific technical equipment, or other resources to named individuals who qualify for a bursary.

### **Payment of Bursaries**

- Students eligible for the 16-19 Bursary must meet the criterion of 100% attendance unless the absence is authorised by the school. The school can withhold payment if this criterion is not met.
- The bursary will be paid monthly.
- Bursaries will be paid by bank transfer.
- They can ONLY be made into an account held by the student.
- NO payments can be made into the accounts of parents/ guardians.

### **Application**

Students who believe they are entitled to a bursary should complete an application form and return it to the Sixth Form Office (marked private & confidential and addressed to the School Business Manager), providing evidence of the qualifying criteria.

All applications are considered on an individual basis and will be confidential. Once a decision has been made, the applicant will receive a letter stating whether their application was successful and stipulating what payments will be received.

There will be an expectation that a student who is in receipt of a payment will be able to provide receipts on request as evidence to show that funds are being used for the reason stated in their application.