




# Yewstock School

## Bursary Fund Policy

<b>Date reviewed by FP&amp;E</b>	<b>07.11.2022</b>	<b>Policy Type</b>	<b>School</b>
<b>Date adopted by FGB</b>	<b>28.11.2022</b>	<b>Review Cycle</b>	<b>2 Years</b>
<b>Date of next Review</b>	<b>06.11.2024</b>	<b>Signed by Chair of Governors</b>	
			

## 2022/23 16-19 Bursary Fund Policy

The 16-19 Bursary Fund provides financial support to students aged 16-19 years old on 31<sup>st</sup> August (before the academic year begins) to help them overcome specific financial barriers to participation so they can remain in education.

There are 2 types of 16 to 19 bursaries:

- bursaries for defined vulnerable groups of up to £1,200 a year
- discretionary bursaries are awarded to students of families who need financial assistance to ensure their child remains in education. This may include help with the cost of transport, school meals, books, equipment, field trips and other education-related costs.

Bursary funds cannot be used for living costs, learning support e.g. counselling or mentoring, or to support extra-curricular activities where these are not essential to the student's study programme. Students will receive the amount they actually need to participate, so it is possible that no award or a limited award may be made.

Funding applications will be sought in the Autumn term. All applications will be treated in the strictest confidence. The School is responsible for managing both types of bursary.

### **Vulnerable bursary**

Vulnerable bursaries are aimed at young people who fall into one of the following nominated vulnerable groups:

- Students in care
- Recent care leavers
- Students claiming Income Support or Universal Credit in their own name.
- Disabled young people who receive Personal Independence Payments or Disability Living Allowance and Employment Support Allowance or Universal Credit in their own name.

Vulnerable bursaries are administered by the Department for Education. Students aged 19 or over are not eligible for vulnerable bursaries however may be considered for discretionary bursaries.

Vulnerable bursary applications can be made by completing the Yewstock School 16-19 Bursary Application Form. The college will then complete an online application form for submission to the Department for Education. These applications must be made in line with any relevant national deadline (to be advised each academic year). Award is based on national guidance accessed via the link below and is based on the eligibility criteria set.

<https://www.gov.uk/government/publications/16-to-19-bursary-fund-guide-2022-to-2023-academic-year>

The student will be informed of the decision within 2 weeks of a response from the Department for Education.

### **Discretionary bursary**

Discretionary bursaries are administered locally by Yewstock School at the Headteacher's discretion and can be used to help students pay for costs related to their participation in educational activities.

Discretionary bursary applications can be made by completing the Yewstock School 16-19 Bursary Application Form. Applications will only be considered for the current academic year if received by 4<sup>th</sup> November 2022. These will be reviewed by the Bursary Panel of the school and the successful applicants informed.

Please note the School has a responsibility to stay within the small budget received for discretionary bursaries. Learners that apply will be assessed individually and awarded a bursary based on their actual financial need with reference to whether you are in receipt of free school meals or your parents/carers receive financial support as set out in the 16-19 Bursary Application Form. The assessment will be

documented and the evidence obtained to support the amounts being claimed and will be retained for audit purposes. We cannot guarantee a defined value payment to all learners as the value of the individual awards will be dependent on the number of eligible students in each academic year and their individual needs.

Yewstock School will not be deducting any administration costs in 2022/23.

Once all funds have been distributed, applications will close for that academic year, unless further funding is received from the Department for Education (or where there is an exceptional change in circumstances of a student).

Yewstock School will award bursaries to learners if they are in receipt of free school meals, their parents receive the maximum award for Working Tax Credits or whose family's household income falls below £25,000 per year. Eligibility criteria focuses on young people who, are eligible for Free School Meals and have achieved 90% attendance or more up to the date of application and are aged 16-19 in years 12-14. Consideration, to award a discretionary bursary, will also be given to young people who have been affected by sudden, exceptional changes in financial circumstances. Please refer to the Application form.

Students who are deemed eligible should be aware that to continue to receive their full allocation of bursary throughout the year:

- They must maintain a minimum of 90% attendance.
- There must be no unauthorised absences during the school day or persistent lateness.
- They must maintain acceptable levels of behaviour, as outlined in their Learning Agreement.

### **Use of Bursaries**

The award will not be paid in cash to the student but will be provided in goods or services

Every student who qualifies for a bursary for vulnerable groups or a discretionary bursary is offered an interview with the Head of Post 16 provision to decide together on the best way to deliver his or her support. This may be agreed to be deferred to their next review date.

At Yewstock School, it is expected that the majority of the fund will be applied to priority areas of spend including travel costs, educational visits, meals during the day, equipment, or any other support that has been identified as necessary to enable them to participate in education. It is expected that the majority of payments will be support in-kind, i.e. the School will secure the provision on behalf of the student. Detailed auditable records will be kept of any support in-kind together with any direct payments to the student.

To ensure this limited fund can be applied to the maximum benefit of current and future students, Yewstock School does ask that students must return books and equipment purchased from the fund at the end of their study programme to be used again by other students where appropriate.

If successful, a Learning Agreement will be signed by each student in agreement with the School regarding the standard of attendance and behavior expected of them.

### **Appeals**

Any student or parent who is unhappy with how Yewstock School has handled their application for bursary funding should follow our complaints procedure as available on our website.

**This policy should be read in conjunction with the Single Equality Policy. The general equality duty requires that, in the exercise of their functions, schools must have due regard to the need to eliminate**

unlawful discrimination, harassment, victimisation and other conduct prohibited by the Equality Act 2010. This school endeavours to advance equity, equality of opportunity and foster good relations for all.

***Mental Health and Wellbeing Statement:***

***Yewstock school aims provide a working environment that promotes and supports the mental health and wellbeing of everyone in our school community.***

***All school policies are reviewed to ensure that each policy reflects our commitment to the protection and promotion of the mental health and wellbeing of all and that we will strive to improve the mental health environment and culture of Yewstock School.***

***Promoting and protecting the mental wellbeing of children, families and staff is important for physical health, social wellbeing and productivity. Mental health at Yewstock is relevant to all and everyone can contribute to improved wellbeing.***