

The Friary School

16-19 BURSARY POLICY

The Bursary Fund is designed to help support 16-19 year olds in full-time education with the costs of continuing education such as travel, books, educational visits and equipment.



The fund is made available by the Education and Skills Funding Agency (ESFA) which is an executive agency sponsored by the Department for Education.

The aim of the fund is to provide assistance to students whose access to, or completion of, education is inhibited by financial constraints or barriers.

Eligibility

The money can only be allocated to students (aged 16-19 on 31 August of their Sixth Form Year 12 and / or Year 13) on an individual basis against the criteria set out below:

Category A

Students aged under 19 on 31.08.23 and who fall into one of the following categories:

- Are currently in care (as defined by social services)
- Are leaving or have recently left care
- Are in receipt of Income Support in their own name
- Are disabled and in receipt of both Employment Support Allowance and Disability Living Allowance
- Students will be able to apply for a full bursary of £1,200.

Category B

Students who have a gross annual household income of below £16,190.

This is the same eligibility criteria for free school meals; ie - parents in receipt of income support, job seekers allowance, child tax credit. Working tax credit does not apply.

Documentary evidence will be required and the bursary will pay a contribution towards the costs of transport, books, equipment and other eligible costs.

Category C

Students who have a gross annual household income of less than £23,000.

Documentary evidence will be required and the bursary will pay a contribution towards the costs of transport, books, equipment and other eligible costs.

Proof of income will be required.

Applications will be accepted any time during the academic year but may be paid pro rata to the start date.

Bursary Usage

The Bursary payment can be used for the following purchases:

Focus	Category A	Category B	Category C	Paid By
Travel	All travel for students living 3 miles from school (and not in receipt of free LEA school transport)	A maximum of £2 per day	A maximum of £5 per week	Half-Termly BACS Payment Receipts Required
DBS Check	Full payment for Health & Social Care course	One-off £30 payment	One-off £30 payment	Payment payable to School
Resources	Support for compulsory, specialist equipment, uniform or books	50% of cost up to a maximum award of £100	25% of cost up to a maximum award of £50	BACS payment to school <u>or</u> payment to subject area via Head of Sixth Form
Compulsory Educational Visits	Full payment	50% of cost up to a maximum award of £100	N/A	Payment payable to School
Exam Re-Sit Fees	All	£10 per subject	N/A	Payment payable to School

Administration

Payment for the full Bursary (Category A) will be made by BACs into the student's bank account in three Instalments; ie - November, January and April.

Payment for Category B and C will be discussed and arranged on an individual basis.

'Payment in kind' may be considered appropriate, e.g. for books, course materials and travel passes.

Books and equipment will remain the property of the school.

50% of the fund will be available for distribution in the autumn term and 25% in each subsequent term.

5% of the Bursary Fund will be retained to assist with administration costs.

The school will not spend over and above the amount of the allocated bursary fund.

Applications should be made to the Head of Sixth Form.

Applicants should note that a bursary can be withheld or withdrawn if attendance and targets are not maintained.

Monitoring & Evaluation

The Head of Sixth Form will be responsible for ensuring students meet targets and objectives with failure to do so resulting in the funding being withdrawn.

The Head of Sixth Form will be responsible for maintaining records in accordance with the requirements of the ESFA.

The Head of Sixth Form will be responsible for reporting to the ESFA as appropriate.

The 16-19 Bursary Fund Policy will be reviewed on an annual basis by the Policies & Procedures Committee in collaboration with other schools in the Sixth Form Consortium.

Appeals Procedure

Applicants should be aware that funding available for category B and C is limited. The school will consider all applications received but reserve the right to award funding if it sees appropriate.

In the first instance queries and concerns should be addressed to the Head of Sixth Form.

The Governors Appeals Committee will receive and determine upon any appeals where funding is refused.

Appeals should be addressed to the Clerk of the Governors at the school.

Reviewed By	Policies & Procedures Committee	Implementation Date	Sept 2024	Review Date	Sept 2026
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