



16-19 Bursary

Date of policy:

Signed :[Headteacher]

Date:

Signed :[Chair of Governors]

Date:

Introduction

The school receives a limited allocation which is managed in accordance with guidelines laid down by the EFA (Education Funding Agency). This policy is based on the recommended Local Authority Model Policy with some adaptations made specifically for a Complex Needs School.

To be eligible, students must be aged between 16 and 19.

Pupils who become 16 during their time in year 11 will not be eligible for the 16-19 Bursary until they begin year 12 in school. Pupils must be under 19 on 31 August in the academic year they start their programme of study. Where a student turns 19 during their programme of study, support will continue until the end of the academic year they turn 19 or the end of the programme of study, whichever is sooner.

The school will use the fund to support the most vulnerable young people to participate in and benefit from post-16 education and training, and will look to raise awareness of the fund wherever possible.

Guaranteed Bursaries to Students in Most Vulnerable Groups

The school will approve applications from

- Young people in care
- Care leavers
- getting [Income Support](#) (IS), or [Universal Credit](#) (UC) in place of Income Support, in their own right
- getting [Employment and Support Allowance](#) (ESA) or Universal Credit (UC) and Disability Living Allowance (DLA) or [Personal Independence Payments](#) in their own right

Eligible students will receive a bursary of £1200 a year. Payment will be made at the end of each school term, dependent upon satisfactory attendance and behaviour at school. The method and frequency of payments will be determined by the school in consultation with the student and parent/carer.

To be able to process a bursary, the school will need confirmation that the young learner in question falls into one of the above categories.

Discretionary Bursaries

Applications for a discretionary bursary will be considered from those pupils who are not eligible for the Guaranteed 16-19 Bursary, but who fall within the age criteria (as set out above) and **who are registered for free school meals (you can be registered but not taking up free school meals)**.

Eligible students may receive a discretionary bursary to help them with financial barriers to participating, but this is dependent on: evidence of need, government funding and the volume of eligible applications. Payment will be made dependent upon satisfactory attendance and behaviour at school. The frequency and method of payments will be determined by the school in consultation with the student and parent/carer. The school will wait to receive written confirmation of its bursary allocation before any discretionary bursaries are awarded.

Additional Discretionary Bursary

Up to 5% of the total allocated funding will be retained in the school budget towards administration costs, and any remaining funding will be available to eligible pupils towards unexpected costs related to remaining in education. For students attending complex needs schools, once they turn 16, there can be additional costs that students need to meet. The discretionary bursary will help support these if the need arises (dependent on funds being available). The amount due to each pupil will depend on the remainder of the allocated funding and the level of need.

General

The school will annually advise a date at the start of the Autumn term by which time all applications should be submitted for assessment. Where possible, the school will try to get forms in place before September to aid smooth and efficient administration.

For those pupils eligible for the £1200 bursary, the school will submit paperwork to the Education Funding Agency via the local authority requesting the money.

The school will maintain a record of all applications and awards including number, value, whether awarded or not, and brief justification.

Any personal documentation sent to the school e.g. letters confirming receipt of benefits, will be photocopied and originals returned to the submitter as soon as possible.

All cheque payments will be made out in the name of the young learner, unless there is evidence to suggest this would not be appropriate.

Appeals/Complaints

In the event that a student wishes to appeal against the decision made, they are requested to follow the school's standard complaints procedure (available on request and from the schools website – www.sidestrandhall.norfolk.sch.uk)

