

Shaftesbury School Sixth Form 16-19 Bursary Fund – Policy

Purpose

To distribute the funds allocated by the government in the fairest possible method that takes into account the household income of students and the extra costs they incur by undertaking Sixth Form Study.

Eligibility

Students in the following three groups will be eligible for support provided they meet the general conditions set out in by the government.¹

- a. Students who are identified by the government as ‘most vulnerable’. These students will automatically be entitled to a bursary of £1,200 in three termly instalments. Students in this group are-
 - i. Young people who are looked after by the local authority
 - ii. Care leavers
 - iii. Those in receipt of income support (in their own right)
 - iv. Disabled young people in receipt of both Employment Support Allowance and Disability Living Allowance.
- b. Students who are eligible for free school meals. You are eligible if your parents are claiming one of these benefits.
 - i. Income Support
 - ii. Income-based Jobseekers Allowance
 - iii. Income-related Employment and Support Allowance
 - iv. Support under Part VI of the Immigration and Asylum Act 1999
 - v. the guaranteed element of State Pension Credit
 - vi. Child Tax Credit (provided you’re not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
 - vii. Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
 - viii. Universal Credit
- c. Students who come from families in the lower 40% of UK household incomes.²
 - i. Students with an annual family income of less than £26,000 in the last tax year (including benefits). This must be established through current benefit and income documentation as stated on the bursary application form.
 - ii. Students who can demonstrate through benefit documentation that their award has been changed to reflect a change in circumstances so that their annual family income including benefits is now below £26,000.
- d. Young people with caring responsibilities, for example, caring for a parent or other relative may be entitled to claim bursary funding. All applications will need to be supported by either a GP letter confirming the young carer’s status, proof that they currently access the Young Carers Service or proof they are in receipt of Carers Allowance.

Need

¹ https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/239840/EFA-00044-2013.pdf

² <http://www.statistics.gov.uk/cci/nugget.asp?id=334>

The level of bursary support provided will then be dependent on the costs students can demonstrate they incur through entering Sixth Form Study. This does not include any opportunity cost of income which would have been generated if students were not in study. Documentary evidence of these costs must be provided unless the cost is a charge made by the school. Examples of costs would include (but are not limited to)-

- a. Travel to and from school (or to a partner educational organisation delivering part of a Sixth Form Programme of Study).
- b. Personal Protective Clothing (such as chef's whites) or necessary clothing required for a course.
- c. Books, materials and equipment needed for a particular course (such as for art or other practical subject) Please note that bursary funds are limited and as such we are unable to fund larger items such as cameras and laptops. It may be possible for departments to loan equipment to students.
- d. The cost of educational visits related to courses.

Level of Funding and Frequency of Payments

At the start of the year a 5% administration charge will be set aside from the bursary fund. One third of the remaining funds will be distributed to all eligible students in groups b and c to fulfil their identified educational needs. If there are insufficient funds available to meet all needs a percentage of available funds should be established by dividing the sum available by the level of established needs. Eligible students should then receive that percentage of their identified needs.

At the start of terms 2 and terms 3 the funds shall be distributed as above. At the end of the preceding term eligible students will be invited to identify any additional needs not previously applied for.

In exceptional cases where students wish to use their bursary for a one off purchase (for example a piece of personal protective equipment) they can request to receive a single payment at the start of the year. The decision on this will be at the discretion of the Head of Sixth Form.

Students in eligibility category 'a' will receive a payment of £400 per term. Students in this category are not eligible to claim for any further funding from the discretionary bursary fund. The funding for these students is claimed directly from the government by the school and is not part of the discretionary bursary allocation.

Under-allocation of Funds

In the event of funds allocated to the school exceeding eligible claims of need at the end of the first application round in September, the following additional support may be provided.

- A lump sum bursary may be payable to all eligible students with any other payments due to them at the start of the second and third terms. The amount of this bursary will vary depending on the funds available but will not exceed £300. This sum is intended to support students identified as being in financial need with the general costs of accessing education such as clothing, food and miscellaneous equipment. A similar lump sum bursary may be paid to students in September of Year 13 if funds are available and they successfully completed their year 12 course and have returned to continue their studies.

- The Head of Sixth Form may also extend support to students who would otherwise be eligible for support, but whose family income is between £26-30,000 and there is a demonstrated need that is eligible for funding and that if support is not paid this could prevent the student from accessing education at the school.

Method of Payment

Payments will be made directly to the student by direct Bank Payment. Where it would be possible to achieve better value for money or reduce administration costs through bulk purchase the schools reserve the right to provide items identified in the statement of need in kind.

Decisions

Decisions about acceptability of evidence for eligibility and assessment of need will rest with the Head of Sixth Form. They will be communicated to applicants via the school e-mail system unless applicants request otherwise on the application form. Appeal from any decision would lie to a panel of the Principal and a governor. Appeals must be made in writing within five working days of decisions being issued.