

RIVERSIDE SCHOOL



Bursary Fund Policy

APPROVED BY GOVERNORS

RESPONSIBLE PERSON – HEADTEACHER

Purpose

To determine the basis by which the 16-19 Bursary fund will be administered by Riverside School.

Background

The new 16-19 Bursary Fund which replaced EMA, is designed to help support those young people who face the greatest barriers to continuing in education or training post-16. The school is responsible for assessing eligibility and will examine evidence to support claim. Eligibility criteria will comply with the requirements of the Equality Act 2010.

There are 2 types of bursaries:

1. A Vulnerable bursary
2. Discretionary bursary

The school will need to submit a claim for funding for vulnerable bursaries but receives an allocated sum of money to support with discretionary claims. This sum for 2014/15 is £3,770. The fund is managed by the school and this policy sets out the criteria by which requests can be considered to ensure that these needs can be met whilst remaining within the funds available.

The bursary can be used to help with any costs associated with attending school during the academic year.

The costs could include;

- transport
- books
- clothing
- equipment to support learning
- help with educational visits

Bursary Eligibility

To be eligible to receive a bursary, the student must be aged under 19 on 31 August in the academic year in which they start their programme of study and be entitled to residency in the United Kingdom.

To continue to receive a bursary, the student must satisfy the following conditions:

- Minimum 90% attendance each term with no unauthorized absences
- The student must not have broken the terms of any school agreements

Vulnerable bursaries

Pupils can apply for a vulnerable bursary of up to £1,200 if they fall into one of the areas below:

1. are in care
2. are a care leaver
3. are receiving [Income Support](#) or [Universal Credit](#) in place of Income Support in pupil's own name
4. are receiving [Employment Support Allowance](#) and Disability Living Allowance or [Personal Independence Payments](#) in pupil's own name

Discretionary bursaries

Pupils can apply for a discretionary bursary if they do not fall into any of the vulnerable groups, but you need financial help to stay in education and are aged between 16 and 19 and in full-time or part-time further education or training. Payments will be to support specified educational purposes and will not be paid in cash value but funding of trips; transport or equipment. No student to receive more than £300 per year

To be eligible for a discretionary bursary a pupil should be entitled to free school meals.

Process

Students are to be encouraged to apply for a Bursary as soon as possible after the start of each term. Application Packs can be requested from the office and will also be available to download from the school website.

A Remissions Panel will consider specific requests once a term. The Remissions Panel will consist of the Head Teacher and School Business Manager.

Appeal

If a student is not satisfied with the decisions of the Remissions Panel, they should follow the school's established complaints procedure.