

RIVERSIDE SCHOOL



16-19 Bursary Fund Policy

GOVERNOR APPROVAL NOT REQUIRED

RESPONSIBLE PERSON – HEADTEACHER

Purpose

The 16 – 19 Bursary Fund provides financial support to help pupils overcome the specific financial barriers to participation they face, so they can remain in education.

The purpose of this policy is to determine the basis by which the 16 - 19 Bursary Fund will be administered by Riverside School.

Background

The 16 – 19 Bursary Fund replaced the EMA (Ethnic Minority Achievement) Grant and 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 claims. Eligibility criteria will comply with the requirements of the Equality Act 2010.

There are two types of 16 – 19 bursaries:

1. Bursaries for defined vulnerable groups of up to £1,200 a year.
2. Discretionary bursaries which institutions award using policies they have set in line with the DfE funding rules.

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. 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
- Lunch on days you are in school/ college

Bursary eligibility

To be eligible to receive a bursary:

1. You must be at least 16 but under 19 on 31st August;
2. Study at a publicly funded school or college, or be in an unpaid training course;
3. 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 unauthorised 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. You are in or have recently left local authority care
2. You get Income Support or Universal Credit because you are financially supporting yourself
3. You receive Disability Living Allowance (DLA) in your name and either Employment Support Allowance (ESA) or Universal Credit (UC)
4. You receive Personal Independence Payment (PIP) in your name and either Employment Support Allowance or Universal Credit.

Discretionary bursaries

Pupils can apply for a discretionary bursary if they do not fall into any of the vulnerable groups, but need financial help to stay in education and are aged between 16 – 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 to families. It will be instead used for the following:

- Towards the cost of travel
- To buy essential books
- To buy essential books or equipment or specialist clothing (such as protective overalls, for example)

These are items the student would otherwise need to pay for in order to participate.

No student will receive more than £300 per year.

As a school we have to ensure that funding reaches those students who are most in need of financial support. We have been directed by the DfE to use household income as a way to help establish the amount of support we can award a student.

Therefore, for a pupil 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 Deputy 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.