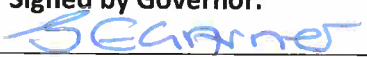



# Sherbourne Fields School

## 16-19 Bursary Policy 2024



**Sherbourne  
Fields  
School**

<b>Reviewed by Governors</b>	<b>October 2024</b>	<b>Signed by Governor:</b> 
<b>Next Review Date</b>	<b>October 2025</b>	<b>Signed by Headteacher:</b> 

**BACKGROUND:**

This policy has been produced following the transition from Educational Maintenance Allowance to a 16-19 Bursary, which aims to help 16-19-year olds continue in full-time education, where they might otherwise struggle for financial reasons.

The bursary is made up of two parts – a bursary of £1200 a year to the most vulnerable young people and a discretionary fund for schools, academies and colleges to distribute. Each school can set its own eligibility criteria for the discretionary bursaries and terms and conditions under which it is awarded.

This document is made up of a number of sections:

- 1) 16-19 Bursary Policy
- 2) Guidance for Students
- 3) Application Process

Any bursary funds not allocated during the academic year will be used to support *all* of the students within 6<sup>th</sup> Form to access the wider curriculum.

**ELIGIBILITY:**

To be eligible to apply a student must be 16-19 on 31<sup>st</sup> August in the academic year they are to start their course. When a young person turns 19 during their year of study they can continue to be supported until the end of the academic year or end of the course whichever is sooner.

The fund has two elements:

- 1) A £1200.00 bursary available to the most vulnerable students. These students are 'automatically eligible' in they fall into one of the following categories:
  - Young people in care
  - Care leavers
  - Students receiving Income Support (IS) or Universal Credit (UC) in their own right
  - Students receiving both Employment Support and Disability Living Allowance (DLA)
  - Students in receipt of Personal Independence Payments (PIP), in their own right
  - Students receiving DLA or PIP in their own right, as well as Employment Support Allowance (ESA), or UC in their own right

NB: Eligibility under this category will be verified using official documentations such as a letter from the LA or claiming receipts.

- 2) A discretionary bursary for which students are deemed eligible to apply, if they are in receipt of Free School Meals. In addition, where there is a case of severe hardship the school will provide food support for students regardless of their household income, or gathering of evidence that would normally be required. The determination, amount and frequency of this award will be based on individual circumstances and funds available.

Discretionary bursaries will be used to help young people pay for the costs relating to participation such as:

- School uniform
- Travel to and from school
- Meals
- Books, IT equipment and resources
- Residential and non-residential trips

The discretionary bursary will also be utilised to cover the cost of meals for pupils previously in receipt of free school meals.

#### **APPLICATION PROCESS:**

Students will be reminded to make an application at the beginning of the academic year. However, applications can be made anytime during the academic year as their financial/home situation dictates. Payments are not backdated.

Before an application will be considered, the appropriate documentation must be submitted to the office to verify authenticity.

Once applicants have been verified, the Headteacher will consider each individual application. Once a decision has been made, if successful, payments will be actioned through the office to the student annually (for those entitled to the full bursary), and as a one-off payment for discretionary bursaries.

Where possible, payments will go direct to the individual student via bank transfer. Where this is not possible, a bank transfer payment will go directly to the Parent or Carer.

#### **DATA:**

The school is required to track data on each student application. This information will be audited by EFA.

For audit purposes students applying for the discretionary bursary are required to identify why they require the bursary. Data will be disposed of after 7 years.

