

Bursary Policy

Approved by Finance & Audit Committee – 28th June 2022

Authorised signature.....

Name.....

Position.....

Authorised signature.....

Name.....

Position.....

Date created:	November 2016
Date reviewed:	June 2022
Date review due:	June 2023
Version:	5
Owners:	AHT – Sixth Form; F&O Director

LYMM HIGH SCHOOL SIXTH FORM

16-19 Bursary Fund Policy & Guidance

BACKGROUND

The 16-19 Bursary Fund provides financial support to help students overcome specific barriers to participation so they can remain in education. The amount of funding available for each school to distribute has been determined by the government and there is a finite amount of funds to be distributed. Lymm High School is therefore committed to distributing the bursary fund to those students with the greatest need. The notes here give further detail on the bursary fund, how applications can be made and how decisions will be reached.

ELIGIBILITY

There are two types of 16-19 bursary:

- A vulnerable bursary of up to £1,200 per year for young people in one of the defined vulnerable groups
- Discretionary bursaries which institutions award to meet individual needs, for example, to help with the cost of transport, meals, books and equipment

To be eligible to receive a bursary, a student must meet the eligibility requirements set by the Education & Skills Funding Agency¹. The key requirements relevant to those at the School are:

- Must be aged 16 or over but under 19 at 31 August 2022 to be eligible for help from the bursary fund in the 2022 to 2023 academic year.
- Must meet the residency criteria in ESFA funding regulations for post-16 provision². Those on 1 September who are settled in the UK, and have been ordinarily resident in the UK for the preceding three years will be eligible as will certain other groups.

BURSARY FUND LEVELS

Vulnerable Bursaries are fixed at £1,200 per year and are designed to support the young people in most need, identified by the government as:

- Young people in care
- Young care leavers
- Young people in receipt of Income Support or Universal Credit in their own right
- Young people in receipt of Employment and Support Allowance or Universal Credit and Disability Living or Personal Independence Payments in their own right

This would be paid in three instalments of £400 at the start of each term. Students should have 100% attendance to all timetabled lessons, supervised study periods and registration. Holidays will not be authorised. We will allow one period of ill health (no more than three consecutive days) each half term without loss of funds for that term. If students are unacceptably late to lesson or registration, then these will count as absence and payment will be reviewed. Students must have BfL grade 1 or 2 in all of their lessons each week to receive full payment. Any BfL grade 3, 4 or 5 will result in a reduction of the amount paid. Payments will be subject to review by the Head of Sixth Form.

¹ [16 to 19 Bursary Fund guide 2022 to 2023 academic year - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/advice-funding-regulations-for-post-16-provision)

² <https://www.gov.uk/government/publications/advice-funding-regulations-for-post-16-provision>

Discretionary Bursaries are for students in low income households and are split into three levels:

LEVEL	HOUSHOLD INCOME	ENTITLEMENT		
1	Less than £17,500	Daily lunches	A contribution to travel costs where a student lives more than 1 mile away from school	Students will receive £110 uniform allowance and access to additional funding for resources and course set up costs, including a stationary voucher
2	More than £17,500 but less than £25,000			Students will receive £60 uniform allowance and access to additional funding for resources and course set up costs, including a stationary voucher
3	More than £25,000 but less than £30,000		Students will receive £60 uniform allowance and access to additional funding for resources and course set up costs, including a stationary voucher	

Based on the availability of funding and student need, there is the possibility of students receiving a laptop to loan for the duration of their course.

APPLICATION

Any student who believes they are eligible for any level of funding from the 16-19 Bursary Fund should complete an application form and hand it in to Sixth Form Student Services as soon as possible after admission in September. The appropriate documentation to prove entitlement, e.g. a letter setting out a benefit entitlement, or written confirmation of the student's current or previous looked after status should accompany this application. Applications should reach us by **Friday 16 September 2022**. Applications may be made later in the year in the case of a change in your financial circumstances. Students must apply for the Bursary Fund at the start of each academic year, as financial circumstances need to be reviewed.

PAYMENTS

Bursaries will be paid 'in kind' rather than in cash. For example, the school shop will issue a bus pass or settle payment for school uniform directly with school. In the case of books or equipment (which should be ordered through school), these should be returned at the end of the course to enable them to be re-used by other eligible students.

In the case of bursaries for students in the defined vulnerable groups, the value of these items and how their cost is deducted from the £1,200 will be made clear to students and those that support them.

Where students are entitled to support with purchasing school uniform, they must note that school shirts/ties can only be bought from the school shop, although all other uniform can be purchased from any retailer. The school will reimburse all costs (by cheque) up to the **total cost of £110/£60** (according to the level awarded), providing receipts are provided to Mrs Hughes by **Friday 16 September 2022**.

EVIDENCE

Household income can be evidenced by receipt of benefit and/or P60, Tax Credit Award Notice / Universal Credit Assessment or evidence of self-employment income. The allowance will be established upon agreement by the school to make awards to students. All evidence of household income will be kept in strict confidence.

ATTENDANCE AND BEHAVIOUR REQUIREMENTS

The vast majority of the support the bursary can provide for students will be front loaded and given at the start of their courses, as it is essential for students to have the correct uniform, equipment and resources to access their studies.

Throughout the year students will be able to access additional funding, as and when it is needed. This may be for school trips, additional resources and or unforeseen costs. In order to qualify for these additional payments students must adhere to the following criteria:

- Students should have 100% attendance at all timetabled lessons, supervised study periods and registration. Holidays will not be authorised. We will allow one period of ill health (no more than three consecutive days) each half term without loss of funds for that week. If students are unacceptably late to lesson or registration, then these will count as absence and payment will not be made for that week.
- Students must have a BfL grade 1 or 2 in all of their lessons each week.
- All payments will be subject to review by the Head of Sixth Form.

CHANGES IN CIRCUMSTANCE OVER THE ACADEMIC YEAR

A small contingency amount will be retained from the overall bursary fund so that some support could be available in the event of a sudden deterioration in the financial circumstances of a student. Payments to students may also be adjusted to take account of improvements in a student's circumstances.

DECISIONS

All applications will be considered and assessed by the Sixth Form panel comprising of the Headteacher and Head of Sixth Form. The student/parent/carer will be notified of the decision, and an indication of the amount, if applicable, within 21 days of receipt of the application. You have the right of appeal to the Headteacher if you feel that your case has not been given fair consideration. This must be in writing. The final decision rests with the Headteacher.

QUERIES

Any queries relating to an application should be made to Sixth Form Student Services in the first instance, by telephone on (01925) 755458 or email at lhughes@lymmhigh.org.uk.