

**sSigned: Signed:**

**Date approved:**

**Date of review:**

**Date approved:**

**Date of review:**

**Signed:**

**Date approved:**

**Date of review:**

**Ratified: Full Governing Board**

**Date approved: 6th July 2023**

**Date of review: July 2024**

This policy has been agreed by the Governing Body of

Pudsey Grammar School

**16 – 19 Bursary Fund Policy**

**2023 - 2024**

*This policy has been agreed by the Governing Body of Pudsey Grammar School*

*Signed by David Webster – Chair of Governors*

**Contents**

[1. Aims 2](#_Toc139531013)

[2. Guidance 2](#_Toc139531014)

[3. Definitions 2](#_Toc139531015)

[4. Roles and responsibilities 3](#_Toc139531016)

[5. How we use the bursary fund 3](#_Toc139531017)

[6. Eligibility criteria for the 16 to 19 bursaries 3](#_Toc139531018)

[7. Application and payment process 6](#_Toc139531019)

[8. Change in circumstances 7](#_Toc139531020)

[9. Record keeping 7](#_Toc139531021)

[10. Monitoring arrangements 8](#_Toc139531022)

[11. Appeals 8](#_Toc139531022)



# 1. Aims

Our school aims to:

* Have clear and transparent processes for the use and allocation of 16 to 19 bursary funds.
* Make clear to parents and students the type of support which is available and the means of applying for it.
* Make clear to parents and students the attendance and behaviour conditions for receiving the funds.
* Ensure that funding is distributed fairly through a transparent process.

# 2. Guidance

This policy is based on advice from the Education and Skills Funding Agency (ESFA) on the 16 to 19 bursary fund for the 2023 to 2024 academic year

# 3. Definitions

* ‘In care’ is defined as: children looked after by a local authority on a voluntary basis (section 20 of the Children Act 1989) or under a care order (section 31 of the Children Act 1989)
* ‘Looked after child’ is defined as: a child in the care of a local authority or who is provided with accommodation by the authority in the exercise of any functions for more than 24 hours (section 22 of the Children Act 1989)
* ‘Care leaver’ is defined as:
* A young person aged 16 and 17 who was previously looked after for a period of 13 weeks consecutively (or periods amounting to 13 weeks), which began after the age of 14 and ended after the age of 16, or
* A young person aged 18 or above who was looked after prior to becoming 18 for a period of 13 weeks consecutively (or periods amounting to 13 weeks), which began after the age of 14 and ended after the age of 16.

# 4. Roles and responsibilities

**4.1 The governing body**

The governing body has delegated overall responsibility for approving this 16 to 19 bursary fund policy and monitoring its implementation to the Resources Committee.

**4.2 The headteacher**

The headteacher is responsible for ensuring staff are familiar with this 16 to 19 bursary fund policy, and that it is being applied consistently.

**4.3 Staff**

Our staff are responsible for implementing this 16 to 19 bursary fund policy consistently.

The Pastoral Support Leader for Post 16 will provide staff with appropriate training in relation to this policy and its implementation.

**4.4 Parents**

Parents are expected to notify Sixth Form of any concerns or queries regarding this 16 to 19 bursary fund policy.

# 5. How we use the bursary fund

Financial support is available to eligible students from the 16 to 19 bursary fund. See section 6 below for details of our eligibility criteria.

The fund is intended to support students aged 16 to 19 in overcoming specific financial barriers to participation so they can remain in education and to help students with the essential costs of participating in their studies.

There are 2 types of 16 to 19 bursaries:

* Bursaries for defined vulnerable groups; and
* Discretionary bursaries
* We use the fund to provide students with support to fund:
* Transport
* Meals
* Equipment including books
* Field trips and other course-related costs
* The costs of attending university interviews and open days
* Other costs identified on a case-by-case basis which support student learning.

**6. Eligibility criteria for the 16 to 19 bursaries**

* 1. **Age**

To be eligible for either bursary in the 2023 to 2024 academic year, students must be at least 16 years old but under 19 years old on 31 August 2023.

Students aged 19 or over are eligible only for a discretionary bursary if they:

* Are continuing on a study programme or course which they began when they were aged 16 to 18 years old, or
* Have an education, health and care (EHC) plan.

Students aged 19 or over are not eligible for bursaries for defined vulnerable groups.

In exceptional circumstances, where students under 16 years old are on a funded 16 to 19 study programme at our school, we may use our discretion to pay bursaries to these younger students. However, if these students are enrolled at another institution that receives public funding for them, they will not be eligible for bursary funding.

**6.2 Eligible education provision**

Students must be participating in provision that is subject to inspection by a public body that assures quality (e.g., Ofsted). The provision must also fall into one of these groups:

* Be funded directly by the ESFA or by the ESFA via a local authority;
* Be funded or co-financed by the European Social Fund;
* Be otherwise publicly funded and lead to a qualification (up to and including level 3) that is accredited by Ofqual or is on the ESFA’s list of qualifications approved for funding 14 to 19; or
* Be a 16 to 19 traineeship programme.

**6.3 Residency**

Students must meet the residency criteria in the [ESFA funding regulations for post-16 provision](https://www.gov.uk/government/publications/advice-funding-regulations-for-post-16-provision).

**6.4 Asylum seekers**

Accompanied asylum seekers under 18 with an adult relative or partner and asylum seekers aged 18 and above are entitled to education but are not entitled to public funds. If necessary, they can apply to the Home Office for suitable housing and cash for essentials.

We will provide in-kind support such as books, equipment and a travel pass to asylum seekers who have not had asylum refused.

Unaccompanied asylum-seeking children:

* Are the responsibility of the local authority;
* Are to be treated as ‘looked after’ children; and
* Are eligible for a bursary for vulnerable groups, where they have a financial need.

When these students reach 18 years old, we will consider their immigration status. They will still be eligible for a bursary as a student from a defined vulnerable group if the asylum claim is in their favour and will be treated as a ‘care leaver’ until they reach the upper age limit.

**6.5 Bursaries for young people in defined vulnerable groups**

**Priority 1: Vulnerable Student Support**

**Students with a financial need, who meet one of the following 4 criteria below, in addition to the criteria outlined in sections 6.1, 6.2 and 6.3 above, can apply for a bursary for vulnerable groups.**

The defined vulnerable groups are students who are:

* In care (NB: those who are privately fostered are not classed as looked after);
* Care leavers;
* Receiving Income Support (IS) or Universal Credit (UC) because they are financially supporting themselves, or financially supporting themselves and someone who is dependent on them and living with them such as a child or partner; or
* Receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIPs) in their own right as well as Employment and Support Allowance (ESA) or UC in their own right

**6.6 Discretionary bursaries**

In addition to the criteria outlined in sections 6.1, 6.2 and 6.3 above, students can apply for a discretionary bursary if they satisfy the following criteria (but are not automatically eligible):

**Priority 2: Students who received free school meals during their year 11 at school or whose total annual household income (including tax credits and benefits) is below the free school meals threshold of £16,190.**

**Priority 3: Students who are not already classified as Priority 1 or 2 who have financial difficulty and a short-term, specific educational or independent living cost, which they cannot meet, for example, cost of transport, meals, essential equipment. This applies to students whose household income is between £16,190 and £25,500.**

Students who do not satisfy any of the criteria listed in this section, but who are able to demonstrate financial hardship arising from other reasons, may apply for a discretionary bursary.

In assessing any application for a discretionary bursary, we will consider:

* Level of household income
* Distance to travel between the student’s home and the institution, or a location for a placement
* The number of dependent children in the student’s household
* The requirements of their study programme
* Whether the student has additional responsibilities that may mean they need extra help

There is no set limit for the amount of discretionary bursary that can be awarded to students. We will base all decisions around which students receive a discretionary bursary, and how much bursary they receive, on each student’s individual circumstances and their actual financial need.

We will review the student’s eligibility position each academic year. Students will only continue to receive a discretionary bursary if they continue to satisfy the criteria.

**6.7 Evidence**

All applications for 16 to 19 bursaries must be supported by appropriate evidence. Examples of acceptable evidence we may request are:

**Priority 1:**

* Letter from the Local Authority (usually from a social worker or transitional manager) to confirm your current or previous looked after status.
* Recent Entitlement or Award letter showing you are in receipt of:
  + a. Income Support/Universal Credit in your own name
  + b. Employment Support Allowance & either Disability Living Allowance or Personal Independence Payments in your own name

**Priority 2**:

Documentation, which shows household income is below £16,190 where students were not in receipt of FSMs in Year 11.

Your application will be means tested and there are four main types of income evidence for the tax year 2022/23 and you will need to provide evidence of;

* Tax Credit Award Notice (TC602): this is a document detailing entitlement to Working Tax Credits or Child Tax Credits. The income figure required is shown as ‘Total Income for the year from 6th April 2022 to 5th April 2023
* P60 for the tax year 2022/23: this is a statement of earnings from an employer and the income will be shown as either; total pay for year, total income received or gross Income
* Entitlement or Award letter showing evidence of benefits received
* Self-assessment tax calculation form (SA302): this form is sent by the Inland Revenue to self-employed people and is the equivalent of the P60.The income will be shown under ‘Total Income’.

**Priority 3**

Appropriate evidence (see above) to show the student is experiencing financial problems whilst being a student at Pudsey Grammar School.

# 7. Application and payment process

**7.1 Applications**

Applications should ideally be submitted by Friday 29th September 2023 to allow enough time for our school to assess the overall level of demand and make discretionary awards on a fair basis. This date will be clearly stated on the application form. Application forms are available online at [www.pudseygrammar.co.uk](http://www.pudseygrammar.co.uk)

However, we acknowledge that students’ circumstances may change and therefore the application process will remain open for the whole school year.

Applicants will be notified in writing (either via email or via letter) whether their application has been successful. If a student wishes to appeal the outcome of their application for a bursary, they must follow the school’s complaints procedure.

**7.2 Payment process**

Payments are made using the following process:

* In-kind payments, such as travel passes, books, equipment etc
* In-kind payments to school catering accounts
* Reimbursements through the claim process via the school’s Finance Office (for any authorised purchases outside of in-kind payments and supported by appropriate receipts/evidence)
* Provision of food vouchers in specific assessed and authorised circumstances

**7.3 Conditions for the receipt of bursary payments**

Payments of the bursary are conditional on students meeting the following conditions in relation to their standards of attendance and behaviour:

* Attendance above 90% (subject to exceptional circumstances)
* Adherence to the sixth form code of conduct

All students are required to sign a declaration confirming that they agree to these conditions.

Students who fail to meet these conditions may have their payment withheld, but we will always take students’ individual circumstances into consideration. This includes considering the impact on attendance that might be caused by illness, caring responsibilities or other exceptional circumstances.

We will stop payments where students have been absent for a period of 4 continuous weeks or more (excluding holidays) and where students have decided to withdraw from a study programme.

We will consider the impact of such an action on the individual student before taking a final decision to do so, and any decision will be confirmed to the student in writing.

# 8. Change in circumstances

If there are changes in circumstances which may affect eligibility for a bursary, applicants and/or parents/carers must notify the school without delay.

# 9. Record keeping

Any paperwork and documents we retain for audit purposes (for example, copies of application forms, documents as evidence and any agreements signed by students) will be kept securely in line with our data protection policy, privacy notices and record retention schedule.

# 10. Monitoring arrangements

This policy will be reviewed by the Pastoral Support Lead for Post 16 every year. At every review, the policy will be approved by the Resources Committee (summer term agenda).

**11. Appeals**

Should students disagree with the outcome of either their application for a bursary award or, where a learner has had payment withheld due to absence/conduct, they should contact the sixth form office by email to [h.evans@pudseygrammar.co.uk](mailto:h.evans@pudseygrammar.co.uk) Written confirmation of the outcome will be sent out within 10 working days.