



**To nurture each individual's aspirations and talent**  
**To provide outstanding learning experiences and opportunities**  
**To promote respect for one another and the environment**  
**To encourage collaboration and partnership**

## **16-19 Bursary Policy**

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## **Farmor's School 16-19 Bursary Policy**

Farmor's School has a bursary fund available to provide support for those sixth form students who qualify as vulnerable students and for others from less well-off backgrounds. Its purpose is to provide financial support to help students remain in education.

This document is based on advice provided by the Education Funding Agency (EFA) and sets out how Farmor's School administers and distributes these bursary funds. It is divided into the following sections:

1. Eligibility
2. Applications
3. Payments
4. Appeals
5. Fraud

Farmor's School recognises that offering bursaries requires sensitivity and respect for all those concerned. All applications will be treated confidentially.

### **1. Eligibility**

There are two types of bursary:

- ***Vulnerable student bursary*** – This is available if a student is in one of the defined vulnerable groups outlined in 1.1 below.
- ***Discretionary bursary*** – A student may get a discretionary bursary if they need financial help but don't qualify for a vulnerable student bursary. These discretionary bursaries may be available subject to financial and other circumstances as outlined in points 1.2 to 1.7 below.

Funds may be allocated to the following six groups of students:

#### ***Vulnerable student bursary***

- 1.1. Those in care; care leavers; those in receipt of Income Support or Universal Credit in their own name; those receiving both Employment Support Allowance (or Universal Credit in place of Employment Support Allowance) and either Disability Living Allowance or Personal Independence Payments in their own name.

### ***Discretionary bursary***

- 1.2. Band 1: Students whose household income is less than £16,190 per year.
- 1.3. Band 2: Students whose household income is between £16,191 and £20,817 per year.
- 1.4. Band 3: Students whose household income is between £20,818 and £25,521 per year might be granted funding to support specific learning needs, or a contribution towards bus fees of not more than £300 per annum
- 1.5. Band 4: Students whose household income is between £25,522 and £30,000 might be granted a contribution towards bus fees of not more than £300 per annum.
- 1.6. Students eligible for support in Bands 1 to 3, or who are in receipt of income support in their own right, will be eligible for a daily free meal from Farmor's Catering. Eligible students will be provided with an allowance of £2.45 per day to spend in a Farmor's Catering outlet.
- 1.7. Additional funding might be granted to less well-off students who are faced with unforeseen changes in their circumstances.

Bursaries will not be paid to students or young people on waged apprenticeships.

Students eligible to receive a bursary must be aged 16 or over and under 19 on the 31 August in the academic year in which they start their programme of study. If a student turns 19 during their period of study, they can continue to get the bursary to the end of the academic year in which they turn 19, or to the end of their programme of study, whichever is sooner.

Students must satisfy the residency criteria as set out in EFA Funding Regulations for Post-16 provision 2016-17.

Students must be studying a course that is subject to inspection by a public body that assures quality (e.g. Ofsted). The course must also be either:

- Funded directly by the EFA or by EFA via a local authority.
- Otherwise publicly funded and lead to a qualification (up to level 3) accredited by Ofqual or pursuant to Section 96 of the Learning and Skills Act 2000.
- A 16-19 traineeship programme.

## **2. Applications and Assessment**

Farmor's School will make every effort to ensure that all those students qualifying for bursaries receive financial support. All students entering the sixth form will receive information about bursaries. This information is published on Farmor's School website and is provided to students as part of their sixth form induction programme.

All sixth form students are entitled to apply for a bursary if they meet the criteria set out in section 1.

Any student applying will be asked to complete an application form and provide evidence of their household income. This will include (where relevant) P60; notice of benefit received; Tax Credit Award Notice; evidence of self employment forms or other relevant documents. Original documents will need to be provided. The School will take and keep copies.

All applications, complete with relevant evidence, must be received by the Head of Sixth Form by **7 October 2016**. Students will be informed of the result of their application by **14 October 2016** and any payments awarded back dated to **2 September 2016**.

If a student's circumstances change, they can make an application at any time in the school year.

Decisions on Bursaries are made by the Bursaries Panel which comprises the Head of Sixth Form, the Business Manager and a Governor.

## **3. Payments**

Payments to students will be made in different ways according to the bursary allocation.

Those students who qualify under category 1.1 above will receive a bursary of up to £1,200 a year. This is paid in cash instalments fortnightly into their bank account.

Those students who qualify under categories 1.2, 1.3, 1.4 and 1.5 above will receive cash payments or other support in kind to assist them in financing their studies. Examples of these include contributions to travel passes, meals, course materials and trips. Assistance in kind means instead of getting money, a student could get a travel pass, meal vouchers or course equipment. The monetary value of their bursary will be determined and allocated each term and there will be a discussion with the student about how best to allocate these amounts to support them. Payments will be made by cheque to reimburse for payments made, on receipt of an appropriate proof of payment. If students wish the cheque can be made payable to a parent. If the payment is a contribution for a travel pass, books or equipment bought by

the school on the student's behalf, the student can agree to a transfer being made to cover this expenditure. Students who qualify for a free meal under category 1.6, will be given a voucher to use against the cost of food to be bought in school.

Students who join the school later in the academic year and are awarded a bursary will receive pro rata payments.

Students who receive support towards the cost of books or equipment should return them in a good condition at the end of their course to enable them to be used by other students.

All bursary funds are available to help a student pay for things they need to stay in education. Farmor's can therefore direct what the funds should be spent on and for example, can require that bursary funds are spent on travel costs, meals during the day, or equipment, or any other support that has been identified as necessary to enable the student to benefit from their education.

#### **4. Additional requirements for payment**

All students awarded bursaries must meet certain requirements to receive their payments. These requirements are:

**Attendance:** students should have 100% attendance in lessons and registration. All absences must be authorised and if attendance falls below 90% then the school reserves the right to reduce bursary payments. If a student leaves school before the end of the academic year they will no longer receive payments.

**Behaviour:** all students are expected to achieve a minimum of a 3 grade for effort in their reports. They are expected to hand all work in on time. Failure to meet these requirements may result in bursary payments being reduced.

Apart from category 1 students, who are paid fortnightly, payments will be made half-termly in arrears and will take into account the attendance and behaviour criteria stated above. If a student fails to meet the expected requirements, their bursary payment will be reduced as follows:

Each half-termly award is divided into thirds with the expectation a student must achieve 90%+ lesson attendance, 90%+ registration attendance and 3's and above in Interim Grade Reports (**IGRs**). For every 10% shortfall in attendance and every grade below a 3 in IGRs a student will lose 10% of their bursary payment for the relevant third.

These requirements will be assessed on a weekly basis for the period of time that the student remains on their course.

## **5. Appeals**

Students are entitled to appeal against decisions made in relation to their application for a bursary or the withholding / reduction of payments.

Any student wishing to appeal should first raise their concerns with the Head of Sixth Form. If the matter cannot be resolved informally with the Head of Sixth Form they should submit a written appeal to the Appeals Panel.

The Appeals Panel comprises the Head Teacher, the Deputy Head Teacher and a Governor.

## **6. Fraud**

Fraudulent claims for bursary allocations will be treated very severely.

Students found to make fraudulent claims will be required to refund all payments received and will be reported to the police.