



**Integrity, Fellowship and Endeavour**

## **16-19 Bursary Fund Policy**

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<b>Status:</b>	<b>Statutory</b>

The policy makes reference to the following documents:

- 16-19 Bursary Fund Statement
- 16-19 Bursary Fund Application Form
- Education and Skills Funding Agency (ESFA) 16-19 Bursary Fund Guide, which is updated each academic year.

## **1. 16-19 Bursary Fund**

1.1.1 The Government's 16-19 Bursary Fund provides financial support to help students overcome specific barriers to participation so that they can remain in education.

1.2 There are three types of 16-19 bursaries:

1.2.1 Bursaries for defined vulnerable groups

1.2.2 Discretionary bursaries to be used by schools and colleges to meet individual needs, for example, to help with the cost of transport, meals, books and equipment.

1.2.3 Free school meals.

## **2. Management of the Fund**

2.1 Farmor's School publishes a 16-19 Bursary Fund Statement each year. This statement is based on advice provided by the ESFA and it sets out how Farmor's School administers and distributes the bursary funds. The statement is divided into 5 sections:

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

The 16-19 Bursary Fund Statement is reviewed annually.

## **3. Eligibility**

3.1 The eligibility for the three types of bursary are:

1. Vulnerable student bursary – available to students identified as being in one of the vulnerable groups as defined in the 16-19 Bursary Fund Statement.
2. Discretionary bursary – available for students to apply for financial help if they do not qualify for a vulnerable student bursary.
3. Free Meals – available to students to apply for if they meet the criteria as defined in the 16-19 Bursary Fund Statement.

#### **4. Applications and Assessment**

- 4.1 Farmor's School will make every effort to ensure that all those students qualifying for bursaries receive financial support. All students are provided with information about bursaries when they enter the Sixth Form. The information is also published on Farmor's School website and is provided to students as part of their sixth form induction programme.
- 4.2 Applications should be made using the 16-19 Bursary Application Form. In exceptional circumstances, a letter of application may be accepted if it will aid a student being able to appropriately access the funds. Applications are assessed by the Bursaries Panel, which comprises the Head of Sixth Form, the School Business Lead and a Governor

#### **5. Payments**

- 5.1 All students awarded bursaries must meet the criteria set out in the 16-19 Bursary Fund Statement in order to receive their payments. Failure to meet these requirements may result in bursary payments being reduced in line with the criteria set within the Statement.

#### **6. Appeals**

Students are entitled to appeal against decisions made in relation to their application for a bursary or the withholding / reduction of payments. The process for appeals is outlined in the 16-19 Bursary Fund Statement.