



# Roundwood Park School

## 16-19 Bursary Fund Policy

**Reviewed: October 2021**

**Next review: October 2024**

**Resources Committee**

The following information applies to students aged 16 to 18 on 31 August who are taking a full time (min 15 hours/week) further education course at Roundwood Park School.

The 16-19 Bursary Fund is organised and administered by the school.

### **Bursary for young people in defined vulnerable groups**

Full time students, who meet the criteria and who have a financial need, can apply for a bursary for vulnerable groups if they are in one of the following categories:

- Students in care ('Looked after')
- Care leavers
- Students in receipt of income support in their own right
- Disabled students in receipt of both Employment Support Allowance and Disability Living Allowance.
- This bursary will pay up to £1,200 per year.

Written evidence of eligibility will be required. Any relevant change of circumstances must be declared immediately. Failure to do so will result in a withdrawal of the bursary.

### **Discretionary Bursary**

Discretionary Bursaries may be either funds or assistance for specific educational needs such as transport, study books, stationery, laptop, uniform, meals, equipment and educational trips. The value awarded to each eligible student will not exceed £800 in any one academic year.

### **Qualification criteria for Discretionary Bursary**

Any student in Yr12 or Yr13, who is registered for Free School Meals, will automatically qualify for a bursary if they demonstrate a need (e.g. travel costs, trips, books).

Other students can apply for a bursary if they are able to demonstrate that they are experiencing financial hardship and need help with specific costs of study.

Written evidence of benefits will be required. Any relevant change of circumstances must be declared immediately. Failure to do so will result in a withdrawal of the bursary.

Guidelines for level of assistance to be offered:

Band 1 – annual household income £16,855 or less (eligible for FSM) £800/year

Band 2 – annual household income between £16,856 and £21,672 - £600/year

Band 3 – annual household income between £21,673 and £26,569 - £400/year

\*The bands are taken from an example of best practice in the 2018 Bursary Guidance documentation, which have been adjusted to meet inflation (to 2021) until further advice is received from the government. Where funds are restricted priority of allocation will be given to band 1 students.

## **Application process**

1. Students are invited to apply for bursary funding once their Sixth Form place has been confirmed by completing an RPS application form (Appendix 1). These completed forms specify the student's actual financial needs.
2. These forms are to be submitted as soon as possible at the beginning of the new academic year; deadline last school day in September.
3. Application forms are checked by the Student Support and Progressions Officer, so that all eligible applications are presented to the board, with the suggested allocations of bursary fund between the applicants ensuring a reserve remains.
4. A board meeting of the Sixth Form pastoral team will be held during the first week after the application deadline to review all applications together with the financial evidence. The Assistant Headteacher, KS5 and Student Support and Progressions Officer, will present to the board their proposal for the allocation of the annual bursary fund based upon perceived need, ensuring a reserve of at least £1,200 remains. Once the allocations have been agreed by the board these will be presented to the Head for approval. Once approval is obtained the students can be notified of their bursary and funds distributed.
5. Any relevant change of circumstances must be declared immediately. Failure to do so may result in a withdrawal of the bursary.

Application for one-off help with expenses (e.g. a school trip) can be made at any time.

## **Payment to students**

### **Bursary for young people in defined vulnerable groups**

Up to £1,200 per award. One sixth paid immediately. 5 further payments equalling one sixth of the award made at the start of each subsequent half term contingent on the student achieving the agreed level of 100% attendance (no unauthorised or unexplained absences). Payment may also be contingent on all work up to date and of an acceptable standard. All payment will be made directly into the student's own bank account.

### **Discretionary Bursary**

The agreed annual bursary will be paid in six instalments, one every half term contingent on the student achieving the agreed level of 100% attendance (no unauthorised or unexplained absences). All payments will be made directly into the student's own bank account. If at any stage the school is concerned that the bursary is not being used for the specific educational needs, the school reserves the right to suspend the payments.

Where a one-off bursary has been agreed the amount will be paid in one payment. The payment will normally be made directly to the provider of the required goods or services.

### **Allocation of fund**

5% of the total financial fund will be held in reserve for administrative costs. Once the guaranteed bursaries are allocated, the remaining funds are divided by the number of successful applicants plus one (this money will be kept in reserve).

### **Appeals**

Appeals against any decisions should be made in writing to the Deputy Headteacher responsible for curriculum. Appeals against payment decisions must be lodged within one week of the decision letter being received.

APPENDIX 1 – application form:

*This policy has undergone an equality impact assessment in accordance with the school's Public Sector Equality Duty under the Equality Act 2010.*

## Roundwood Park School Application for support from the 16-19 Bursary Fund 2021.22



Name: ..... Tutor group: .....

<p><b>Section A: Nationality and Residency</b></p> <p>I am a UK national, have 'Settled Status' in the UK or have 'Indefinite Leave to Enter or Remain in the UK'</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>		
<p><b>Section B: Defined Vulnerable Groups</b> <span style="float: right;"><i>If not applicable, go to section C</i></span></p> <p><i>(Indicate which category applies)</i></p> <ul style="list-style-type: none"> <li>• I am a 'looked after' young person</li> <li>• I am a 'care leaver'</li> <li>• I am in receipt for Income Support in my own right</li> <li>• I am in receipt of both Employment Support Allowance <u>and</u> Disability Living Allowance</li> </ul>		
<p><b>Section C: Reason for application</b></p> <p>Please indicate the approximate amounts you expect to spend during the academic year 2021-22 in each of these categories:</p>		
	<b>An average student will spend</b>	<b>I expect to spend</b>
<b>General Expenses</b>		
Sixth Form Social Fund Payment	£33.00	£33.00
School uniform incl. dress code items	£150.00	
PE shirt	£20.00	
Textbooks	£120.00	
Stationery	£60.00	
Home printer costs (cartridges and paper)	£60.00	
Travel costs e.g. petrol/bus fares		
Bag or rucksack	£35.00	
<b>Subject specific expenses</b>		
Science PPE	£20.00	
Calculator (Maths students)	£70.00	
EPQ materials	£35.00	
Printing costs for photography final piece (Year 13)	£50.00	
Materials for practical subjects e.g. wood, paint, fabric		
School trips		
<b>Other expenses</b>		
Interviews for university/apprenticeship (average of 3)		
LNAT/UKCAT entry fees	£75.00	
UCAS admin charge	£26.00	
<b>Total</b>	<b>£754.00</b>	
<p><b>Section D: Discretionary Bursary</b></p> <p>I am registered for Free School Meals <input type="checkbox"/></p> <p><i>If not registered for Free School Meals, please complete section E</i></p>		

**Section E: Eligibility for discretionary bursary***This section must be completed by the student's parent(s) or guardian(s)*

	Person 1	Person 2
Relationship to applicant	<input type="text"/>	<input type="text"/>
First Name	<input type="text"/>	<input type="text"/>
Surname/Family name	<input type="text"/>	<input type="text"/>
Please indicate the benefits each person receives (Documentary evidence of benefits must be submitted with your application)	<input type="text"/>	<input type="text"/>
Working Tax Credits & Child Tax Credit	<input type="checkbox"/>	<input type="checkbox"/>
Universal Credit	<input type="checkbox"/>	<input type="checkbox"/>
Other <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Section F: Student bank account details**

Account name: .....

Bank Sort Code: ..... / ..... / .....

Account number: .....

**Section G: Student signature**

I confirm that the information I have given is correct and complete to the best of my knowledge and belief.

I confirm that I have submitted supporting evidence documentation in accordance with the guidance notes

Student's full name (in BLOCK CAPITALS):

Student's signature:

DAY MONTH YEAR

Date:

**OFFICE USE ONLY**

Bursary support approved up to £

Date: / /

Student Support and Progression Officer

Head of Sixth Form