



Roundwood Park School

16-19 Bursary Fund Policy

Reviewed: October 2024

Next review: October 2027

Standards & Curriculum Committee

The following information applies to students aged 16 to 18 on 31 August in the relevant academic year 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. There are two types of bursary available:

1. Bursary for young people in defined vulnerable groups

Full-time students who are in one of the following categories and have a financial need can apply for this bursary:

- Students in care ('Looked after')
- Care leavers
- Students receiving Income Support or Universal Credit in their own right
- Students receiving Disability Living Allowance or Personal Independence Payments (PIP) in their own right **as well as** Employment and Support Allowance or Universal Credit.

This bursary will pay up to £1,200 per year, depending on circumstances. 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.

If a student is awarded this bursary, and can demonstrate a need for further support, they may also apply for the Discretionary Bursary as detailed below.

2. Discretionary Bursary

A Discretionary Bursary awards 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, and will vary depending on household income.

Qualification criteria for Discretionary Bursary

Any student in Year 12 or Year 13, 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 household income and 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 online application form. 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 Sixth Form pastoral team, 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 propose the allocation of the annual bursary fund based upon perceived need, ensuring a reserve of at least £1,200 remains. Students can then 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. In the majority of cases, payment is made 'in kind' – where the school pays for items, trips or services on the student's behalf. Alternatively, funds can occasionally be transferred to the student upon provision of suitable receipts. Payments may be contingent on the student achieving acceptable levels of attendance and meeting expectations within our code of conduct. 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 administered in the majority of cases through 'payment in kind' – where the school pays for items, trips or services on the student's behalf. Alternatively, funds can occasionally be transferred to the student upon provision of suitable receipts. Payments may be contingent on the student achieving acceptable levels of attendance and meeting expectations within our code of conduct. 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.

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