

Policy on use of 16-19 Bursary

1. Introduction

This policy governs the use of the 16-19 Bursary Fund that is allocated to the school to provide support to students who face the greatest barriers to continuing in education post-16.

2. Allocation of funds

The school will receive an annual allocation from the EFA (Educational Funding Agency). The allocation will provide for the distribution of **entitlement grants** and **discretionary support grants** (see below).

3. Entitlement grant

Fixed-payment bursaries will be paid to vulnerable students, defined as students who are 16-19 years old and are:

- Looked After Children;
- children leaving care;
- in direct receipt of Income Support; and
- disabled young people in receipt of both Employment Support Allowance and Disability Living Allowance)

The entitlement grant will be paid through monthly equal instalments, to the full amount allocated, over the period of time that the student is attending the school.

4. Discretionary support grant

4.1 The remaining amount of the school's allocation (after the fixed-payment bursaries have been subtracted) will be notionally partitioned so that 50% is ear-marked for the support of students claiming **free school meals (FSM)** and 50% is left to support others who have identified specific needs throughout the year.

4.2 Discretionary support will be provided to pay for specific items / to contribute towards identified costs. It will not be distributed through cash payments directly to the students themselves. Applications can be made for:

- travel costs
- equipment, books etc.
- trips / field work associated with a course
- HE visits
- other costs that are directly connected to their progress on their courses.

4.3 Students will need to meet the following **criteria** in order to qualify for discretionary funding:

- Satisfactory progress towards target grades in at least 3 courses
- 90% attendance

4.4 Students eligible for FSM will be advised that they are in a position to get some support with the costs associated with their programme of study.

4.5 All requests for support (FSM students and others) will need to be submitted on the 16-19 Discretionary Support Application Form, outlining personal circumstances and support requested.

4.6 Applications for support of up to £100 will be authorised (in principle) by the Assistant Head (Post-16). Applications in excess of this amount will need secondary authorisation by the Headteacher.

4.7 Applicants who are unsuccessful are advised to consult with the Assistant Head (Post-16) in the first instance. They may then refer their request to the Headteacher and, as a further appeal, to the Chair of Governors (through the Clerk to the Governors, c/o the school).

5. Responsibilities

5.1 The School Business Manager is responsible for the distribution of the **Entitlement Grant** and for creating a separate **Discretionary Support Grant budget**.

5.2 The Assistant Head (14-19) is responsible for the **Discretionary Support Grant** budget. Support will be provided by the Clerical Assistant (Post-16) and the Finance Officer.

6. Administration of the grant

In line with guidelines, 5% of the grant awarded will be used to pay for the clerical time required to administer the grant payment and associated expenditure.

7. Monitoring and Evaluation

This policy will be reviewed on an annual basis by the Governors' Finance and Premises Committee.

Reviewed: Nov. '13

Next review date: Autumn '14