



The Compton School

Sixth Form Bursary Policy

Introduction

The Sixth Form Bursary Fund is set up to provide financial support to help students overcome specific barriers to participation so they can stay in education. There are two types of 16-19 bursaries:

- A vulnerable bursary of up to £1,200 a year for students in one of the defined vulnerable groups
- Discretionary bursaries that institutions award to meet individual needs, for example, transport, meals, books and equipment.

Vulnerable bursary

An application for a vulnerable bursary can be made where the applicant is in one of the groups below:

- You are in or recently left local authority care
- You get Income Support or Universal Credit in your own name
- You get Disability Living Allowance (DLA) in your own name and either Employment and Support Allowance (ESA) or Universal Credit (UC)
- You get Personal Independence Payment (PIP) in your name and either Employment and Support Allowance or Universal Credit (UC)

We do require original evidence from external agencies, key worker/social worker or evidence of benefit in your own name.

Discretionary bursary

For those not falling into one of the vulnerable groups and where financial support is needed to stay in education, an application can be made for a discretionary bursary. Applicants must be between 16 and 19 years old and in full time education. The amount of bursary funding is dependent on the following:

- A total household income in one of the following bands
 - Band 1- annual household income of £18,170 or less
 - Band 2- annual household income between £18,170 - £23,917
- Those in receipt of Free School Meals will be eligible for the Band 1 bursary on completion of an application form. Applications for Free School Meals are made separately through the Finance Department
- Behaviour, attendance and punctuality will be monitored on a weekly basis. At least 97% authorised attendance and 100% punctuality should have been achieved. If there are any punctuality or attendance concerns, the bursary payment will be withheld for that specific week. Serious incidents of poor behaviour resulting in an internal or external exclusion will also result in bursary payments being withheld. Please note that absence or lateness will need evidence as to the reason in order to continue to receive the bursary payment.

Exceptional Circumstances

The bursary fund can also help with hardship needs arising from a sudden change in the financial circumstances of families during the year, such as a redundancy or sudden drop in income. Students who apply with exceptional circumstances will be viewed on an individual basis where financial need can be evidenced. A covering letter should be included, outlining the circumstances and providing supporting evidence.

Evidence

All applications to access the Sixth Form Bursary Fund must be supported by appropriate evidence. Copies of evidence shall be retained by the school to provide financial assurance as required. All evidence will be treated as confidential.

Acceptable supporting evidence for the **Vulnerable Bursary** will either be a:

- Statement from the Local Authority confirming the student's current or previous looked after status
- Recent Entitlement or Award Statement setting out the benefit to which the student is entitled.

Acceptable supporting evidence for the **Discretionary Bursary** will be evidence of the below. Documentation will only be accepted for the most recent full tax year, unless significant changes to family income have taken place. In this case we would require additional supporting evidence. The easiest way to tell us about your household income is from your **Tax Credits Award notice letter (TC602)**. This letter will record your household income. Other supporting evidence can include:

- Universal Credit (Income Support)
- Job Seekers Allowance
- Child Tax Credit
- Working Tax Credit
- Pension Credits
- P60 End of Year Certificate

Please note that applications received without the appropriate supporting evidence cannot be processed. Applicants will be informed if additional information is required and there may be delay in processing the form if the necessary information is not received with the original application.

Discretionary awards are not for a guaranteed sum of money but are dependent upon the level of funding allocated to the school each academic year. It is also dependent on the number of applications received.

How the bursary will be paid

The bursary will need to be paid in to a bank account in the student's own name and proof of the bank account, e.g a bank statement, will need to be provided. Behaviour, attendance and punctuality will be monitored weekly. Upon meeting the school's expectations, payments will be made across four installments, throughout the school year and into the bank account. Deductions will be made where the minimum requirements have not been met regarding behaviour, attendance and punctuality.

These conditions will not be additional to those expected of any student within the Sixth Form.

How to apply

Bursary packs are available for collection from the Sixth Form office. This pack includes bursary information, detailed eligibility criteria and an application form. The student is required to fill out the student section of the application form and the other section will need to be completed by the adult who has the main responsibility for the student. All this information, along with **supporting evidence**, should be handed to The Sixth Form Administrator in the Sixth Form office by the date specified in the pack. Any applications made after the deadline may not be accepted as funds have already been allocated to other students.

Process

All applications for a bursary will be assessed by the Sixth Form Bursary Application Panel comprising the Director of Sixth Form, Pastoral Leader and Sixth Form Administrator.

The Panel will review the application and supporting evidence and students will then be notified of the outcome by letter.

Right to Appeal

If any student or their parent/guardian/carer(s) are not satisfied with the outcome of their application, they should write to the Director of Sixth Form outlining their reasons. The Director of Sixth Form will convene an Appeals Panel consisting of one member of staff and two members of the Governing Body.

The Panel will consider and respond to appeals within three weeks of receipt. If the appeal is upheld or partly upheld, it will be referred back to the Application Panel with recommendations. If the appeal is not upheld, the appealing party will be signposted to the school's Complaints Procedure.

Change of Student's Financial Circumstances

Any student in receipt of a bursary has a duty to inform the school if their financial circumstances change, or those of their parent/guardian/carer(s) change. This does not automatically mean any future bursary payments will be stopped but this would result in the Application Panel convening to determine whether the payments continue or be stopped and the funds redistributed.

Student Withdrawing

Where a student in receipt of a bursary withdraws from the school and does not transfer to another education or training provider, bursary payments made prior to the date of withdrawal will not be recovered but any scheduled payments to be made after the date of withdrawal will not be made.

Student Transferring

Where a student in receipt of a bursary transfers out of the school to another education/training provider in-year, the school will liaise with that provider to ensure continuity of bursary payments to enable the student to complete their learning.