

Devizes School
16-19 BURSARY FUND
Policy and Procedure for Academic Year 2017/18

C13

Objectives

- To ensure that Devizes School supports vulnerable students in Key Stage 5
- To support the key priority of the Government is to eliminate the gap in attainment between those from poorer and more affluent backgrounds, and to ensure every young person participates in and benefits from a place in 16-19 education and training.

Specific Guidance from DfE

To be eligible to receive a bursary the young person must be aged under 19 on 31 August in the academic year in which they start their programme of study. Young people in care, care leavers, young people in receipt of income support and disabled young people in receipt of Employment Support Allowance who are also in receipt of Disability Living Allowance will be eligible to receive a bursary of £1,200 a year

Bursary awards should be targeted towards young people facing financial barriers to participation, such as the costs of transport, meals, books and equipment.

Receipt of a bursary should be conditional on the student meeting agreed standards set by the school, academy, college or training provider, for example, relating to attendance and/or standards of behaviour.

Any provider or local authority administering a bursary scheme may use up to 5% of their total allocation to meet administration costs.

Policy

Devizes School has a small fund available to help support students from low income backgrounds with their post-16 education. Funding for vulnerable groups (i.e. Full) bursaries is held centrally by the Education Funding Agency (EFA) and therefore the Devizes School allocation is for discretionary bursaries and participation grants only. Bursaries are for one year only.

Principles for distribution of Funding

- 5% of funding to be retained for administration
- All students eligible for FSM and/or have a family income below £20,000 per annum (including Working Tax Credit/Child Tax Credit) to receive a Discretionary Bursary of up to a maximum of £800 per year.
- A percentage of the fund is retained for students in need of support to remove “financial barriers for participation” (Participation Grant). All students are eligible to apply for such a grant and applications may be made at any point in the academic year to support specific activities.

Procedure

All bursaries must be applied for annually even if the student has been previously in receipt of a bursary.

Full Bursary (£1200 per annum)

Funding for these bursaries is claimed from the EFA by the school on demand basis only. Applicants speak to the Bursar if they believe they are eligible. Successful applicants will receive £100 at the start of each term and, subject to 90% attendance, £100 at the end of each term. Payments will be authorised by the Finance Department and made by BACS to the individual.

Bursary Discretionary Grant

Successful applicants will receive a lump sum payment at the start of each term and, subject to 90% attendance, a further lump sum payment at the end of each term. Payments will be authorised by the Finance Department and made by BACS to the individual. Applications should be made by completing the application form at Annex A and returning it, **with** proof of household income and proof of all benefits received, to the Finance Department. **The closing date for applications for the academic year 2017/18 is Friday 22nd September 2017.**

Participation Grant

Applicants, either student or parent, put their case for support in writing to the Bursar; the case should address the need to participate, specific financial difficulties and the amount requested. Applications should be made by completing the application form at Annex B and returning it to the Bursar. The award of the Participation Grant will be agreed by the Bursar and Headteacher.

Complaints

Any complaints should be pursued through the Complaints Procedure.

Date agreed by SLT: 26 Apr 16

Date approved by the GP & Finance Committee: 5 May 16

Date approved/adopted by the Governing Body: 18 May 16