

KING EDWARD VI HANDSWORTH SCHOOL FOR GIRLS

Statement on the use of the 16-19 Bursary Fund

Aims of the School:

- Ensure that all students have equality of opportunity and provision to ensure that all thrive and succeed.
- Endeavour to mitigate against the social disadvantages experienced from students from less wealthy backgrounds and ensure that all have an opportunity to take part in the full life of the school.

Introduction

- The 16-19 Bursary Fund exists to help students continue with and complete their course where they would otherwise be prohibited from doing so on financial grounds.
- The Bursary is intended to help with the financial hardship needs of individual students. Its intent is to “enable” a learner to continue with her education and should not be viewed as an incentive to attract young people into learning.
- Generally, awards from the Bursary will be used towards essential course related costs such as books, equipment, travel, field trips, visits and other costs associated with living and learning.

This school will seek to ensure that the funds available are:

- Distributed fairly through a process which is transparent and easily understood. Information about the process for application and consideration is available from the Clerical Assistant (Welfare).
- Assessed and allocated to each individual's need, taking into account the financial circumstances of the applicant and the intended use of the award.
- Used to widen access to, and participation in, sixth form education.
- Used to support and encourage aspirations to destinations beyond school by removing the financial barriers to applying to higher education or apprenticeships and aiming to provide equal access to opportunities such as University Open Days

16-19 Bursary Funding and the guidance concerning the administrative arrangements, priority groups for support and monitoring arrangements is issued by the Education Funding Agency (EFA). This gives a broad overview of the Fund on the whole and instructs schools on the appropriate use of the funding. There is a limited amount of funding which means that it will not be possible to support every application and priority will be given to those students from the families with the lowest household income and/or highest demonstrated need.

The school is required by law to assess who is eligible, and if a student applies for funding the family will need to provide evidence to the school of their financial position. Financial assistance is available to those who have a total household income equal to the level at which free school meal/Pupil Premium funding would be received. The bursary is subject to attendance, behaviour and performance which will be monitored throughout the year.

The 16-19 Bursary Funds has two elements:

1. Priority Groups (Defined Vulnerable Groups): The following students will be eligible to receive a bursary of £1,200 per year, if agreed standards of behaviour and attendance are met:
 - young people who are looked after children in the care of the Local Authority or foster parents –
 - care leavers - those young people who receive Income Support or Universal Credit payment in their own name.
 - disabled young people in receipt of both Employment Support Allowance and Disability Living Allowance or Personal Independence Payment in their own name
2. Bursaries for other Young People: These awards will be targeted towards young people facing financial barriers to participation in sixth form studies.
 - Priority will be given to those young people from the families with a household income equal to or below the level at which free school meals or Pupil Premium funding would be received.
 - All students receiving free school meals or who have siblings who are in receipt of free school meals will automatically be deemed eligible for funding.

- Agreed standards of behaviour and attendance should be met.

Students apart from those in the Priority Group may also apply for assistance from the Bursary Fund. However, receipt of Priority Group funding will be taken into consideration in assessing any further awards.

Application Process

Step 1: Initial letters will be sent to all students informing them of the bursary and to establish if they may be entitled to financial assistance from the Bursary. Students will be advised to request a Financial Assessment Application Form.

Step 2: Financial Assessment Application Forms will be sent to interested students to be completed and should be returned, with evidence to assess eligibility, to the Clerical Assistant (Welfare).

Step 3: The Clerical Assistant, in consultation with the Director of Sixth Form, will assess each application to determine if a bursary will be offered.

Step 4: Applicants will be advised as to the outcome of their applications by letter.

The school will then enter into a dialogue with families to identify the specific needs of each student and the most effective way of using Bursary funding to remove barriers to full participation in 6th Form life. This meeting will take place at least annually to discuss individual needs.

Those students who are confirmed to be eligible to access the Bursary should then complete a separate bursary request form for each claim. Below is a list of the likely uses of the Bursary along with financial totals though it remains at the discretion of the Director of Sixth Form to authorise additional uses of the Bursary in exceptional circumstances not covered below.

Uses of the 16-19 Bursary:

- ✓ Contribution to clothing for school (smart business wear) up to the value of £150 - receipts must be provided.
- ✓ A winter coat up to the value of £50 - receipts must be provided.
- ✓ A pair of school shoes up to the value of £50 – receipts must be provided.
- ✓ Contributions towards travel costs – a Centro/Network West Midlands or other similar bus, train or tram pass.
- ✓ Reimbursement of costs met for books and other school equipment such as scientific calculators - receipts must be provided.
- ✓ Entitlement to a free school meal.
- ✓ Attendance on the Year 12 residential.
- ✓ Contributions to other curriculum activities and visits.
- ✓ Contribution towards travel to University Open Days – travel receipts must be provided.
- ✓ Support to identify widening participation opportunities in Higher Education – Summer Schools, Access Schemes - and contributions to travel costs or course fees where appropriate.
- ✓ Bursary awards are made for specified course related costs and/or other costs viewed as presenting a barrier to the individual learner's participation in education. The amount of each award will be assessed and disbursed on an individual, case by case basis as detailed in the individual's application form.
- ✓ The School may use the Bursary at its discretion to support a student experiencing financial hardship in other ways which are deemed appropriate by the school.
- ✓ Any equipment purchased by the school for use by an individual learner remains the property of the school and must be returned upon completion of or withdrawal from the course.
- ✓ Receipt of bursary payments are conditional upon a student meeting attendance, behaviour and performance standards which are agreed in advance. If the learner does not meet the agreed attendance, behaviour and performance standards, which will be monitored on a half termly basis, the school will make every effort to advise the learner and help resolve any issues but retains the right to rescind or suspend bursary payment(s).

Appeals Process

- Should learners disagree with the outcome of either their application for a bursary award or, where a payment has been withheld due to attendance/behaviour, they should follow the School's complaints procedure. All appeals will be considered by the Director of Sixth Form.

- The letter of appeal should include student name and form and the reasons for the appeal. Any additional information can be provided and attached to the appeal.
- Written confirmation of the outcome of the appeal will be sent out within 10 days of the appeal being considered.

Review of Policy

This policy will be reviewed on an annual basis, taking into account the views of the school, young people and their parents and guidance from the Department for Education and the Young People's Learning Agency. It will be approved by the Finance Committee of Governors alongside the Welfare Committee.

A Whittall

Headmistress

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