



COLLABORATIVE LEARNING TRUST

Working Together to Secure Success

16 – 19 BURSARY FUND POLICY

Approved by Audit and Finance Committee: October 2019

To be reviewed by the PHGS Local Governing Body in September 2020

16-19 Bursary Fund

Prince Henry's Grammar School will administer the Bursary Fund awarded within the Education and Skill's Funding Agency's 16 – 19 Bursary Fund Guidelines with the following clarifications:

Eligibility and Awards Criteria

To be eligible to receive a 16 – 19 Bursary in the 2019/20 academic year, the student must be aged under 19 on 31st August 2019, must have the right of abode and been a resident in the UK for at least the last three years.

Two types of bursary will be available to support young people who commence their study programme in 2019/20.

Vulnerable Bursary:

A bursary of £1,200 per annum (pro rata for short courses) is available for students who meet the following criteria:

- a. Young people who are looked after
- b. Young people who are care leavers or in receipt of income support/Universal Credit
- c. Disabled young people in receipt of both Employment Support Allowance and Disability Living Allowance/Personal Independence Payments

Discretionary Bursary:

This may be awarded on an identified needs basis and at the discretion of Prince Henry's Grammar School to cover costs such as books/equipment, transport, meals, accommodation and other miscellaneous items associated with being in learning to students who meet the following criteria:

- Under 19 on 31st August 2019 (or over 19 and meeting the specific criteria set out by the ESFA) AND
- Currently in receipt of free school meals OR
- Evidence of household income below £30,000. As each application is individually assessed, there may be some flexibility, eg consideration may be given to the number of dependants in a household.

Evidence of Eligibility

Vulnerable Bursary:

- A letter setting out the benefits to which the young person is entitled
- Written confirmation of current/previous "Looked After" status from the relevant Local Authority
- Leaving Care Review document

Discretionary Bursary:

Evidence of any income/benefits declared on the Financial Assessment form will be required (photocopies accepted). Examples of types of acceptable evidence are listed on the financial assessment form.

A financial assessment will only be required once per academic year. Notwithstanding this, learners must inform school at once of any change in status otherwise money may have to be paid back to the school.

NB: Passing the eligibility threshold does not guarantee funding. The funding available and the nature of the funding request will all be deemed relevant differentiating factors.

Discretionary Bursary Awards Criteria:

Awards will be made at the discretion of the governors according to the following criteria:

1. Level of family income.
2. Nature of the application – priority will always be given to essential curricular requests.
3. The finances available within the fund.
4. Exceptional unforeseen circumstances which would affect the learner’s ability to participate in their programme of study

In order to expediate decisions in relation unforeseen circumstances leading to hardship, the governors have delegated this discretion to the Headteacher and the Assistant Headteacher – Learner Support. Details of any hardship payments made from the bursary will be reported to the Audit Committee.

To receive an award, the completed Bursary Fund Application Form and relevant evidence, including tickets/receipts if appropriate must be handed to the Finance Office within 4 weeks of the beginning of the Autumn term, except in emergencies or due to other unforeseen circumstances. Late arrivals/applicants will receive a proportion of the bursary in line with the remaining time of the course. If the Application Form and evidence is presented later than 4 weeks after the beginning of term, payments can only be back-dated up to 4 weeks.

Other than in exceptional circumstances, to continue to receive the awards students must be graded “Expected” or better in terms of attitude in all progress reports and have attendance rated at 93%, although exceptional circumstances relating to attendance will be taken into account.

Based on the information received and if financial hardship is identified, the learner will be awarded:

- £3.00 per day towards meals (no receipts required) to be added onto dinner card at the beginning of each half term
- Re-imbursment of travel costs upon submission of evidence. Eg travel tickets/weekly pass (Contributions to travel costs to and from school will not be considered if a provider closer to the student’s home could have supplied similar courses, or where the travel cost is covered by the Leeds Transport Policy)

Books: up to £100 p.a.
Trips: up to £200 p.a. per trip for enrichment trips/activities (leisure trips excluded, eg ski)
Interviews: 50% of travel costs for the student only.
Clothing: up to £200 p.a.
Other: any other costs deemed appropriate and at the discretion of the Headteacher / Director of Business and Finance

Most purchases made under the Bursary, wherever practicable, remain the property of the school and should be returned to school for future use. Emergency payments should be repaid once alternative support is in place.

In all relevant cases, original receipts must be provided prior to receipt of payment.

If there is insufficient funding to meet all requests for bursaries, all awards will be scaled down in proportion e.g. if only 70% of the total money requested can be met, all awards will be scaled down to 70% of the individual amount requested. Payments may not be approved if a student is failing to attend regularly or failing to meet the academic demands/deadlines of their course. Typical criteria might be attitude to study being graded “Expected” or better, and attendance recorded at or above 93%, although exceptional circumstances relating to attendance will be taken into account.

Applications

To apply for a bursary learners must complete a 16 – 19 Bursary Fund application form. Completed applications should be addressed for the attention of the Finance Office.

Documentary evidence of income must be provided (photocopies accepted).

Incomplete applications will not be processed.

In most cases applications will be processed within two weeks and applicants will be informed in writing of the decision.

Payments will be made bank transfer into the student’s own bank account other than in exceptional circumstances.

Secure records will be kept of all awards, receipts and payments for audit purposes.

Appeals

A three stage appeals process exists:

- **Stage 1:** Appeals must be made to the the Head of Sixth Form. This will ordinarily simply provide clarification of the Award and eradicate factual errors.
- **Stage 2:** Written appeal to the Head
- **Stage 3:** Written appeal to the Governors’ Audit Committee at which both the applicant and the school have the right to be represented.

At no point in the process will the circumstances of other Bursary awards be discussed for reasons of confidentiality.

Appeals must be made within two weeks of notification of the award decision. If the matter is unresolved, the Appeal Stage 3 will be heard, if necessary, at the next Governors’ Audit Committee meeting where both the school and the applicant involved may be present.

If a Governors’ appeal is made, any payment due will occur within two weeks of the decision.

Payment Protocols

- Meals: half termly in advance, the subsequent half term subject to confirmation of attendance
- Transport: reimbursed upon submission of the appropriate ticket or receipt
- Course text books: an exact list of texts will be required
- Equipment: specific information required
- Clothing/interview expenses/other: receipts required