



## St Saviour's & St Olave's Sixth Form 16-19 Bursary Policy

### What is the 16-19 Bursary?

The 16-19 Bursary is a scheme to help eligible students meet the costs of continuing in full time education, where otherwise this may not be possible. The scheme has two categories of bursary:

- **Category One Bursary** is for the most vulnerable students and an award of £1,200 is made. The most vulnerable are classified as:
  - Young people in care
  - Young people living independently after leaving Local Authority Care
  - Young people in receipt of Income Support
  - Disabled young people in receipt of Employment and Support allowance (ESA) who are also in receipt of Disability Living Allowance (DLA)
- **Category Two Bursary** is awarded to students with a household income of less than £28,000 in order to assist them with any financial barriers to staying on in education. The funds they receive should be used on costs such as transport, food, equipment and books/revision guides.

The receipt of the bursary is conditional on a student completing an application form and submitting all relevant evidence. Application forms are available from the Sixth Form Administrator.

**Please be advised that for us to make an accurate assessment of household income, we will require evidence of income for each relevant responsible adult, e.g. if two parents are registered with us, we will require evidence for each parent before an award can be considered.**

### Additional Help

Under exceptional circumstances (and for any students who are experiencing short-term financial hardship), students who are not automatically eligible for an award can apply for help with one-off course related expenses (proof of income or hardship will be asked for).

### Bursary Administration

The amount of category two bursary paid out to individual students will be decided once an assessment of total student need has been made.

Applications can be submitted from the beginning of the academic year. The application deadline is set for the 8<sup>th</sup> October. Students who have joined Sixth Form after this date will still be eligible to apply, but will not be considered until the beginning of the next term.



In year applications will be considered if the financial circumstances of the student's household have changed providing full and proper evidence is submitted. These applications will not be backdated and will only be payable for the current term onwards.

All students identified as eligible for the bursary will be entitled to complete an assistance form, where they will detail what they need assistance for and how much is needed. Once a decision has been made in favour of the request, payment will be made directly to the students. Receipts for purchases must be provided to the Finance Officer.

Bursaries will not be used for any purpose designed to give competitive advantage over other providers such as provision of benefits or gadgets.

### **Support that will be offered within the bursary**

- Necessary school books and equipment
- Some financial support to visit university open days and other events that support a student's future plans
- Educational Trips
- Appropriate clothing for interviews
- Transport Costs for educational purposes
- School Meals

### **School Conditions**

The decision to authorise payments will be based on a student's attendance and acceptable behaviour over a half term period.

### **Attendance & Punctuality**

- All students must be registered on a full-time course of study.
- All students must have over 95% attendance and punctuality
- Any unauthorised absences will stop payment. All directed time, including study periods will be taken into consideration.
- The school may authorise an absence if it is considered acceptable.
- If a student shows an unacceptable pattern of absence, even if such absences are authorised by parents/carers, payment may be stopped.

Any student with extenuating circumstances which affects their attendance and punctuality should liaise with the Director of Learning Sixth Form (including covid related absence).

### **Behaviour**

Students must adhere to the school's Code of Conduct. If students continually display a poor attitude to behaviour and conduct, payment may be stopped.



### **Appeals Process**

Parents/Students may appeal against an unsuccessful bursary application. All appeals should be made in writing and passed to the Sixth Form Administrator for consideration. If the matter is not resolved satisfactorily this will then be given to the Head of Sixth Form for further consideration. Parents/Students can appeal against stopped payments in the same manner.

*It must be remembered that St Saviour's & St Olave's as the provider has the responsibility and power to handle all appeals. Clarification and consultation will take place between the governing body and the EFA if necessary. This action in no way prejudices the rights of the appellant to seek independent representation and advice.*

### **Fraudulent Claims**

By signing the application form, students and parents are confirming that the information provided is true. Parents/students should notify the school immediately if circumstances change. The bursary will be provided on the basis of certain conditions (as above). Money will be claimed back if information given is found to be false.

### **Confidentiality**

St Saviour's & St Olave's will ensure that applications are handled confidentially. For audit purposes, however, hard copies of all documentation for learner support will be kept for a period of six years. The information will be made available for audit purposes. Some records may be computerised but these will be held securely and in compliance with the Data Protection Act.

### **Equal Opportunities**

No applicant will receive less favourable treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

### **Paperwork**

The process necessitates the need to keep accurate and up-to-date records for auditable purposes. The EFA will carry out a mid-year review of spending and will recover monies not expected to be spent. All Paperwork will be kept for a minimum of six years. Administrators of the system will follow the procedural guidance which will be reviewed regularly to ensure that good practice is achieved.