



## 16 – 19 Bursary Fund Policy Statement

### 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 hardship needs of individual students. Its intent is to “enable” a learner to continue with his or 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. Ripon Grammar 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 Sixth Form Co-ordinator.
- 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.

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.

*Please note: 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 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

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Attendance and behaviour standards can be found in the Sixth Form Commitment and Attendance Policy and align with that expected of all students attending Ripon Grammar School.

## **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 of less than £35,000. 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.
- Step 2:** The school is required by law to assess who is eligible, and if you apply for funding you will need to provide evidence to the school of your family's financial position. Financial assistance is available to those who have a total household income of under £35,000 per year. The bursary is subject to attendance, behaviour and performance which will be monitored throughout the year.
- Step 3:** *Financial Assessment Application Form* will be sent to interested students to be completed and should be returned, with evidence to assess eligibility, to the Sixth Form Co-ordinator.
- Step 4:** Sixth Form Co-ordinator, in consultation with Head of Sixth Form, will assess each application to determine if a bursary will be offered.
- Step 5:** Applicants will be advised as to the outcome of their applications
- Successful applicants will either have the books, equipment or other costs provided by the school or direct payment will be made to the applicant.
  - Cash payments or re-imbursments of costs will be considered but only in exceptional circumstances
  - Students in the priority group will receive direct payments every half term
  - Unsuccessful applicants will have the right of appeal
  - All applications will be treated in the strictest confidence

Information about the application process and bursary can be obtained from Mrs E Griffiths, Sixth Form Co-ordinator via the school or by emailing [griffithse@ripongrammar.co.uk](mailto:griffithse@ripongrammar.co.uk)

## **Awards Process**

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 offer bursaries in the form of non-cash "in kind" payments where appropriate, such as travel vouchers or meal vouchers, attendance on course related school trips etc. 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.

The school may also offer an award in the form of a short-term loan to help a learner bridge a temporary financial hardship where this is deemed appropriate and agreed by the learner. In this case, the school will draw up an agreement with the learner clearly stating the use of and the conditions surrounding the reimbursement arrangements which the learner should sign indicating he or she understands the conditions of the loan. The learner should be able to provide evidence that the award has been used as intended.

Confirmation will be sought from Heads of Departments to determine which equipment is essential for each course.

Receipt of bursary payments are conditional upon a student meeting attendance, behaviour and performance standards which are agreed in advance and set out in the Sixth Form Commitment and Attendance Policy. Attendance and behaviour requirements generally align with the conduct standards expected of all students who are part of the Ripon Grammar School community. Where 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 Head 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.