



Tadcaster Grammar School 16 – 19 Bursary Fund Policy Statement

Introduction

The 16-19 Bursary Fund has been introduced to help students continue with and complete their course in cases when they would otherwise be prohibited from doing so on financial grounds. This funding replaces both the Education Maintenance Allowance and the discretionary Learner Support Fund from September 2011.

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. Tadcaster 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 Mrs Alison Haddock
- 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 guidance concerning the administrative arrangements, priority groups for support and monitoring arrangements is issued by the Education Funding Authority (EFA). This gives a broad overview of the Fund and advises schools on the appropriate use of funding.

NB: There is a limited amount of funding which means that it will not be possible to support every application. Therefore, priority will be given to those students from the families with the lowest household income and/or highest demonstrated need.

The 16-19 Bursary Fund has two elements:

(A) Core Bursaries

The following students will be eligible to receive a bursary of £1200 per year, if agreed standards of attendance are met:

- Young people who are looked after in the care of the Local Authority or Foster parents
- Care leavers
- Young people who receive Income Support
- Disabled young people in receipt of both Employment Support Allowance and Disability Living Allowance

Attendance standards can be found on the school website under School Policy Documents and align with those expected of all students attending Tadcaster Grammar School. Funding may be withdrawn if attendance falls

below the level as set out by the school. Should this be the case House Leaders will be consulted in order to determine whether to continue with financial assistance, together with the view of the Director of Sixth Form.

(B) Bursaries for other Young People – Discretionary Bursary

Students apart from those in the Priority Group may also apply for assistance from the Bursary Fund. These payments will be made at the discretion of Tadcaster Grammar School. Although each application will be given individual consideration, priority will be given to applicants from the families with the lowest household income. Agreed standards of behaviour will be expected as above.

Those students who are in receipt of Priority Group funding may also apply for extra funding but discretionary payment is not guaranteed. Assistance will only be granted during term time and will not normally be considered for support during vacation periods.

Funds will only be granted where a genuine need for assistance has been demonstrated. Not all applications will be successful.

Application Process

1. Financial Assessment Forms (available on the School Website) should be completed and returned to the Bursary Fund Manager along with evidence required to assess eligibility
2. Students will be notified as soon as possible whether or not they are eligible to receive funding. Students will normally be notified by email
3. Once eligibility has been confirmed students should complete and return the 16-19 Bursary Fund Application for Assistance form and return to the Bursary Fund Manager
4. Students will be notified as soon as possible as to the outcome of their application. Students will normally be notified by email. Successful applicants will either have books, equipment or other costs provided by the school and refunds will be made by BACS payment direct to the Account the payment was made.
5. Students in the priority group will receive their guaranteed payment (divided into three payments) at the start of each term direct into an account in the name of the student and as soon as possible after application is confirmed.

All applications will be treated in strictest confidence. Unsuccessful applicants will have the right to appeal.

Awards Process

Bursary awards are made for specified course related costs and/or other costs viewed as presenting a barrier to 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. Confirmation will be sought from tutors to determine which equipment is essential for each course.

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 of equipment to help a learner 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 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.

In line with the 'something for something' ethos, receipt of bursary payments are conditional upon a student meeting attendance standards as stated previously in this policy document. Where the learner does not meet the agreed attendance standards, which will be constantly monitored, 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 lodge their appeal in writing to the Bursary Fund Manager, stating your name and form and the reasons for your appeal. Any additional relevant information you wish to provide can be attached. All appeals must be made within 10 working days of being notified of the initial outcome.

Your appeal will then be considered by the appropriate members of staff including the Director of Sixth Form and you will be notified of the outcome of your appeal with 10 working days. Students will normally be notified by email.

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 of Education and the Young People's Learning Agency.