

Kesgrave High School



Post 16 Bursary Policy

This policy is reviewed **annually**.

Policy Approval

Where	Chair	When
EE Committee	David Bevan	15 October 2024

Chair of Governors	Sue White
Headteacher	Julia Upton

Policy History

Issue No.	Author	Date written	Approved by governors	Comments
1	S Wheatley	1/9/20	30/9/21	
2	S Wheatley	16/8/21	29/8/21	New approach
3	S Wheatley	02/09/23		Bring in line with Farlingaye
4	S Dodwell	25/09/24	15/10/24	Policy common approach changes.

About this policy

Kesgrave High School values diversity, and is determined to ensure that everyone is treated fairly, with dignity and respect; where the opportunities we provide are open to all; and that we provide a safe, supportive and welcoming environment – for staff, students and visitors. This policy sets out the use of the 16 to 19 Bursary Fund which provides financial support to help students overcome specific barriers to participation so they can remain in education. Kesgrave High School will consider applications from any student enrolled on the full-time programme in their Sixth Form.

Who is this intended audience of this policy?

This policy is aimed at students who attend Kesgrave Sixth Form and their parents and carers.

How do I submit a request for support?

Bursary requests can be made by completing a Bursary form, which can be accessed on the website or from Miss Dodwell or Mrs Smith in the Sixth Form.

Who is the bursary for?

The 16 to 19 Bursary Fund provides financial support to help students overcome specific barriers to participation so they can remain in education. Kesgrave High School will consider applications from any student enrolled on the full-time programme in their Sixth Form.

The school will give consideration to the particular needs of students who are at risk of leaving education, such as young carers, when awarding the bursary. Review of any such cases will always be in consultation with the Director of Sixth Form and the Headteacher.

Students must meet certain criteria to qualify for a Bursary payment:

1. **Age** – students must be aged 16 or over but under 19 at 31st August 2024 to be eligible for help from the bursary fund in the 2024-2025 academic year. Students aged 19 or over are only eligible to receive a discretionary bursary if they are continuing on a study programme they began aged 16-18 or have an Education, Health and Care Plan (EHCP).
2. **Residency** – students must meet the residency criteria in ESFA funding regulations for post-16 provision (<https://www.gov.uk/government/publications/advice-funding-regulations-for-post-16-provision>). Kesgrave High School will obtain evidence of residency and this will be retained in school.
3. **Low Household Income** – students will be required to provide evidence of household income and copies of this will be retained in school.

Criteria for the Academic Year 2024/25

Family income of:

- £27,000 and less – pay 100% of eligible items
- £27,001 - £37,000 – pay 50% of eligible items
- Any requests where the household income exceeds £37,000 will be reviewed on a case-by-case basis (at the Director of Sixth Form's discretion)

The school reserves the right to change the eligibility criteria for the bursary scheme as necessary to ensure that expenditure on the scheme does not exceed the yearly income from the government.

There are two types of 16 to 19 bursaries:

1. **Bursaries for Defined Vulnerable Groups:**

Awards of up to £1,200 an annum are made if there is evidence of need and if one of the following criteria are met:

- In care
- Care leavers
- Receiving Universal Credit (because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them, such as a child or partner).
- Receiving Personal Independence Payment (PIP) in their own right as well as Universal Credit (UC) in their own right.

2. **Discretionary Bursaries which institutions award to meet individual needs, for example, help with the cost of transport, meals, books and equipment, following the ESFA funding guidelines.**

Kesgrave High School will assess the actual needs of each individual student when awarding bursary funding. Each application will be treated separately and funds distributed accordingly. The Bursary Fund is intended to help students with the essential costs of participating in their study programmes, to help with the cost of essential books or equipment, to attend essential fieldwork/trips or with the cost of travelling to school, for example.

Students who are at risk of non-attendance due to transport costs and students who will be seriously disadvantaged should they not be able to attend field trips or have access to essential books/equipment will be the main focus of the Bursary Fund.

Students will complete an application form and supply the necessary evidence for consideration by the Director of Sixth Form. All applications should be processed within 2 weeks of receipt.

Students will be notified in writing about the outcome of their application and any supporting documentation will be returned at this time.

The school will, wherever possible, make payments in kind. For example, travel passes for transport or internal payments for school field trips. All other payments will be made directly to the student on a termly basis, as appropriate, via a BACS transfer to the student's bank account.

Decisions in any case of non-payment will rest with the Director of Sixth Form. Any student who wishes to challenge this decision should appeal in writing to the Headteacher, who will review the decision accordingly. Their decision will be final.

Students will be made aware that the following must be met to ensure continued payment of the Bursary Fund:

- Attendance must be at least 85%
- Students should have no unauthorised absences
- Students must adhere to the School Partnership Agreement
- Students must attend all timetabled lessons and exams
- Students must complete all homework and coursework as demanded by their courses
- Students must work in a positive and mature way
- Students must have effort grades at good or better
- Students must not have any incidents of fixed term exclusion

Kesgrave High School guarantees that all personal information will be stored securely and will remain strictly in confidence.