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<b>POLICY ON:</b>	<b>16-19 BURSARY FUND</b>
<b>Member of Staff Responsible for the Policy:</b>	<b>Jonathan Meehan</b>
<b>Date on which this Policy was last reviewed:</b>	<b>October 2022</b>
<b>Date by which this Policy is to be reviewed:</b>	<b>October 2023</b>
<b><i>Dissemination of the Policy:</i></b>	<b><i>Sixth Form Leadership Team; all Year 12 and 13 Students</i></b>

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*Huntington School*

# **16-19 Bursary Fund 2022/23**

## **Policy**

Please contact Jonathan Meehan on 01904 752108 or email [accounts@huntington-ed.org.uk](mailto:accounts@huntington-ed.org.uk) if you have any questions about all or part of this document.

## 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. Huntington School will seek to ensure that the funds available are:

- Distributed fairly through a process which is transparent and easily understood, as detailed further in this document
- Assessed and allocated to each individual’s need, taking into account the financial circumstances of the applicant and the intended use of the award
- Awarded in line with strict adherence to the School’s Behaviour and Attendance policy
- 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 and Skills Funding Agency (ESFA). This gives a broad overview of the Fund on the whole and instructs schools on the appropriate use of the funding. For further information please see:

<https://www.gov.uk/1619-bursary-fund/overview> or see the Director of Sixth Form.

*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.*

## Eligibility

The 16-19 Bursary Funds has three elements:

### 1. High Priority Groups (identified vulnerable students)

The following students will be eligible to receive a bursary of £1,200 per year if at least one of the below applies:

- in or recently left local authority care
- in receipt of Income Support or Universal Credit because they are financially independent
- in receipt of Disability Living Allowance (DLA) in their name and either Employment and Support Allowance (ESA) or Universal Credit
- in receipt of Personal Independence Payment (PIP) in their name and either ESA or Universal Credit

Evidence of the above will be required.

### 2. Medium Priority Groups

These awards will be eligible for students:

- in receipt of Free School Meals
- with an annual household income of £16,190 or under

### 3. Low Priority Groups

These awards will be eligible for students:

- Whose household is in receipt of means tested benefits
- With an annual income of between £16,190 and £35,000

As part of this process evidence of household income is usually required before any bursary is granted. These include:

- Certification of eligibility for Free School Meals
- Relevant household P60s
- Certified documentation from the DWP
- Certified documentation from HMRC
- Self-employment income evidence

Huntington School also reserve the right to make exceptions to guidelines stated at any time and it must be noted that agreed standards of behaviour and attendance should be met in all cases (as deemed met by the Director of Sixth form). Students who fall into medium and low priority groups may make more than one application.

Whilst students other than those in the Priority Group may also apply for assistance from the Bursary Fund it should be noted that receipt of Priority Group funding will be taken into consideration in assessing any further awards.

*Note: All income is gross including Income Tax and National Insurance*

## Application Process

- Step 1: Completed *Financial Assessment Forms* and original supporting documentation (a list of evidence is included in the Assessment form) should be returned to the Finance Office for assessment of eligibility  
Once confirmation of financial eligibility is received, application forms will be given to the student.
- Step 2: *16-19 Bursary Fund Application Forms* should be completed and returned to the Finance Office and assessed by the Finance Director.
- Step 3: Applicants will be advised as to the outcome of their applications in writing
- Step 4: Successful applicants will have the awarded bursary
- Note: Unsuccessful applicants will have the right of appeal
- Note: All applications will be treated in the strictest confidence

## 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. Awards will always be prioritised in terms of providing for the learner's core education needs first and foremost. 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 will always try to offer bursaries in the form of non-cash "in kind" payments to cover the following costs of study:

- Books
- Meals
- Equipment
- Travel costs associated with studies or for Higher Education interviews
- Course trip costs
- Any other costs deemed acceptable by the Director of Sixth Form and/or Finance Director that are required for the applicant to carry out his or her studies

In all circumstances the School requires a receipt or invoice that will be required for any reimbursement. 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. All reimbursements and/or payments will ordinarily be made on a half-termly basis and in arrears.

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.

## **Attendance and Behaviour**

Attendance and behaviour requirements generally align with the conduct standards expected of all students who are part of the Huntington School community as documented in the School Attendance and Behaviours policies.

The following requirements will be applied for as minimum standards for purposes of the Bursary:

- A minimum of 95% attendance (excluding authorised absences)
- No more than 20 minutes late, in total, during any single week
- Not late on any more than two occasions during any single week

Where the learner does not meet the agreed attendance or behaviour 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). Should the learner fail to meet these standards (or cease their studies) any award of bursary that may have been made in advance will have to be repaid within 30 days.

## **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 or behaviour, they have the right of appeal, which should be made in writing to the Headteacher who will consider all appeals. The letter of appeal should include name and form and the grounds for your appeal. Any additional information you wish to provide that you feel is relevant to your application can be attached. 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 Education Funding Agency.



*Huntington School*

**16 – 19 Bursary Fund  
Learner Contract**

**Name of Student:** .....

I have read the Huntington School 16-19 Bursary Policy and understand the following parts of the policy (please tick):

**Introduction** ☐

**Eligibility** ☐

**Application Process** ☐

**Awards Process** ☐

**Attendance and Behaviour** ☐

**Appeals Process** ☐

**Review of Policy** ☐

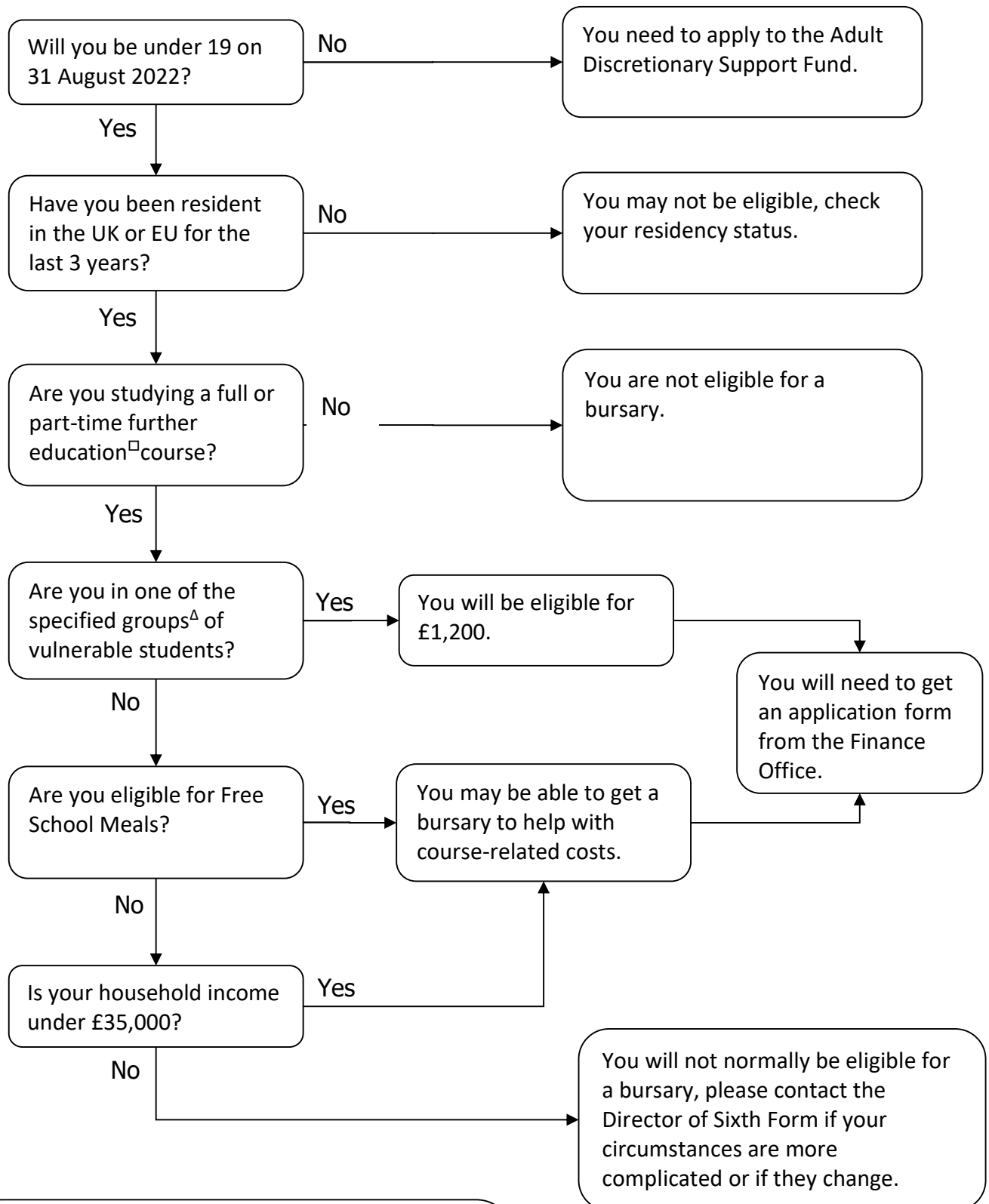
Signed: .....  
(Student)

Date: .....

Signed: .....  
(Director of Sixth Form)

Date: .....

## 16-19 Bursary Fund Eligibility



<sup>△</sup>Vulnerable groups are young people who are

- in care or
- care leavers or
- on income support or
- on employment, universal credit & support allowance and disability living allowance

<sup>□</sup>Further education courses do not include apprenticeships.