



Policy and Procedure: Bursary Policy

Version: v1.0 Approved
Author: Academy Business Managers
Date: 21 March 2014

Date of Board Approval: 3 July 2014]

Review date: Every 3 years

1. Background

The Government provides funding to tackle disadvantage both through the Education Funding Agency's (EFA) funding formula and through support to help young people meet the costs of participating in education and training post-16, principally through the 16-19 Bursary Fund.

The 16-19 Bursary Fund has two elements:

- A bursary of £1,200 a year ('statutory bursary') for young people in the following defined vulnerable groups: in care; care leavers; young people in receipt of Income Support or Universal Credit; and disabled young people in receipt of Employment Support Allowance who are also in receipt of Disability Living Allowance or Personal Independence Payments.
 - Discretionary awards made by institutions to young people in ways that best fit the needs and circumstances of their students. Bursary awards should be targeted towards those young people who face the greatest financial barriers to participation; such as the costs of transport, meals, books and equipment.
7. Institutions are free to determine the assessment criteria for eligibility for discretionary bursaries, and the frequency of and conditions for payments for all awards; subject to the requirements of the Equality Act 2010.

Since 2013/14, academies receive 16-19 Bursary Fund allocations for discretionary bursaries only. The funding for statutory bursaries is held centrally by the Learner Support Service and academies draw down this funding on demand throughout the academic year.

Only those students in one of the defined vulnerable groups, or those experiencing the greatest financial disadvantages and/or course-related costs, should be supported using the 16-19 Bursary Fund.

2 Statutory Bursary

The Statutory Bursary is paid half termly providing the pupil has above 85% attendance, all deadlines for both class work and homework are met, and all work produced by the pupil must be of an acceptable standard. Statutory Bursary will not be paid to any pupil who is issued with a fixed term exclusion or is permanently excluded.

3. Discretionary Bursary

The Discretionary Bursary is paid providing the pupil has above 85% attendance, all deadlines for both class work and homework are met, and all work produced by the pupil must be of an acceptable standard. Discretionary Bursary will not be paid to any pupil who is issued with a fixed term exclusion or permanently excluded. The Bursary will also be withdrawn if a pupil's circumstances change significantly.

Claims for the discretionary bursary can be made for the following:

- Travel
- Specialist equipment
- Course books
- Course specific clothing
- Educational Trips
- Internet
- Laptops/Dongles
- UCAS applications

Generally a proportion of the amount claimed will be paid to the pupil at the discretion of the academy. All Discretionary Bursaries are awarded by decision of the academy Business Manager and representative of the 6th Form leadership; their decision is final and not subject to appeal.