

Kings Langley School



16 - 19 Bursary Fund Guidelines for Providing Financial Support to Eligible Students

A Policy Title: 16 - 19 Bursary Fund

B Rationale

- This policy exists to provide a framework for supporting our stated aim of “ensuring the happiness of every individual in our community” and to promote a climate which enables all students to flourish, regardless of ability, personal circumstances or special needs, and supports our desired outcomes of developing "strong character".

C Purpose

- The key purpose of this policy is to ensure that all students in the Sixth Form are able to access the full range of educational opportunities on offer and that social or economic deprivation does not prevent any young person realising their full potential as determined by prior attainment.
- This fund will be distributed in a manner that provides eligible young people with financial support which directly enables them to access Sixth Form provision in the West Dacorum Partnership for Learning.
- The school will use appropriate discretion and knowledge of each individual student to ensure that funds are carefully targeted and that "best value" is always realised.
- Allocation of support will be dependent on eligible students fulfilling specified criteria concerning attendance and success rates.
- The fund will not be used to fund any activity which is not directly linked to the student's education and will certainly not be used to subsidise other social benefits such as child care allowance.

D Guidelines

The Bursary Fund has 2 elements, Level A and Level B: -

- **Level A** (for the most vulnerable young learners): Young people in care or recent care leavers, young people in receipt of Income Support and disabled students in receipt of Employment and Support Allowance who are also in receipt of Disability Living Allowance will be eligible to receive a bursary of up to £1200 a year.
- **Level B**: The school will use discretion to make awards in ways that best fit the needs and circumstances of identified students. These awards will always be targeted to students facing financial barriers to participation such as the costs of transport, meals, books and educational equipment.
- The school is free to determine the scale of discretionary bursaries and the frequency of payments for all awards. It is vital that the School is able to verify that "best value" is being obtained.

Eligibility

- A student must be aged under 19 on 31st August in the academic year in which they start their programme of study. In general, bursaries will only be paid to students in years twelve and thirteen..
- The most vulnerable young people will be eligible for a Bursary at Level A of at least £1200 per annum. The school will need appropriate evidence of all eligible students in this category. This typically might include a letter setting out the benefits to which the young person is entitled and written confirmation of the young person's current or previous looked-after status from the Local Authority or appropriate care service.
- Students who are eligible for support under Level B bursaries will likely include those students entitled to free school meals and those where there is evidence of families receiving additional forms of income support.
- In all cases, the Sixth Form Management Team will have complete discretion in recommending students for individual financial support. Such recommendations will take into account changing family or other personal circumstances and will be responsive to all needs including those which may only be temporary.

Allocation of Funds

- Students will be asked to apply for either Level A or B funding using the application form (Appendix A). This form will be confidential and it is anticipated that many students will be invited to apply for financial support because of the school's knowledge of their personal circumstances.
- Within 5 working days of receiving an application, the school will inform the student of the exact level of support they can expect over the academic year. This proposed rapid turnaround is to allow each student to make an informed decision in good time. The statement of intended support provided to the student will also include explicit reference to any portion of support that might be discretionary. In addition, the statement will clearly outline all expectations on the student, for example, attendance and punctuality rates and expected success descriptors, including the requirement to meet any coursework or assignment deadlines.
- Any distribution of funding must be authorised by the Headteacher or an appropriate member of the Senior Leadership Team.
- Payment will be made by BACS transfer to the young person upon completion of a completed and signed 'Request for 16-19 Discretionary Bursary Funds' (Appendix B). Payments are made at intervals throughout the year, typically every half term.
- In exceptional circumstances, a student may request support for a specific need over and above the 'normal' allowance. Examples are set out in Appendix C.
- The allocation of Bursary Funds will be monitored by the Governors' Resources Committee applying the same "best value" criteria used for all financial monitoring of the school's activities.

The Governors will also require the Headteacher to ensure that all centrally received Bursary Funds are dispersed to support eligible young people on roll and are not diverted to other needs.

- As with all aspects of the school's provision, any young person has a right to challenge any decision about funding levels via the school's documented complaints procedure.

APPENDIX A

Registration for 16-19 Bursary Scheme form to be included

APPENDIX B

Request for 16-19 Discretionary Bursary Funds form to be included

APPENDIX C

Appendix C sets out examples of areas of support that may be made in exceptional circumstances to students eligible for a discretionary bursary, over and above the half termly payment. Any allocation would only be made on receipt of completed registration and request for discretionary bursary funds documentation.

Area of support	How support may be provided in exceptional circumstances
Educational trips and additional course costs	A proportion of the cost of trips or other visits required to be undertaken by a student could be allocated.
Travel to universities for Higher Education interviews	Travel costs (or a proportion of these) may be covered for university visits, in particular for interviews where these form an essential part of the selection process. Travel costs will be reimbursed on production of receipts or at an agreed mileage rate.
Examination fees (including entrance examinations where relevant)	Where it is necessary for a student to sit examinations, for example university entrance tests, the examination fee/proportion of the fee may be reimbursed. Fees for public examination resits would not routinely be covered and would require the approval of the subject teacher/Sixth Form team.
Clothing for school (in extreme circumstances only)	A small allowance may be allocated to a student for the purchase of clothing, but only in extreme circumstances.

Revision courses run by external agencies	In some circumstances, the course costs (or a proportion of these) may be reimbursed.