

The Friary School Bursary Fund Policy



The Purpose of the Bursary Fund

The Bursary Fund is designed to help support 16-19 year olds in full-time education with the costs of continuing education such as travel, books, educational visits and equipment. The fund is made available by the Education and Skills Funding Agency (ESFA) which is an executive agency sponsored by the Department for Education. The aim of the fund is to provide assistance to students whose access to, or completion of, education is inhibited by financial constraints or barriers.

Who is eligible to apply for 16-19 Bursary Funding?

There are three categories for funding. Some students are entitled to the funding (Category A), some are eligible (Category B) and for some it may be possible (Category C).

The money can only be allocated to students on an individual basis against the criteria set out below.

All students aged 16 but under 19 on the 31.8.19 are eligible to apply if they feel they meet the criteria.

The criteria for each category is as follows:

Category A

Students aged under 19 on 31.08.19 and who fall into one of the following categories:

- Are currently in care (as defined by social services)
- Are leaving or have recently left care
- Are in receipt of Income Support in their own name
- Are disabled and in receipt of both Employment Support Allowance and Disability Living Allowance

Students will be able to apply for a full bursary of £1200.

Category B

Students who have a gross annual household income of below £16,190.

This is the same eligibility criteria for free school meals i.e. parents in receipt of income support, job seekers allowance, child tax credit. Working tax credit does not apply.

Documentary evidence will be required and the bursary will pay a contribution towards the costs of transport, books, equipment and other eligible costs.

Category C

Students who have a gross annual household income of less than £23,000.

Documentary evidence will be required and the bursary will pay a contribution towards the costs of transport, books, equipment and other eligible costs.

Proof of income will be required.

What can the Bursary be used for and how will it be paid?

Eligible Costs (Award Category A)	Award Category B	Award Category C	Paid By
Travel for students at least 3 miles from the school and not in receipt of free transport from the LA	A maximum award of £2 per day	Maximum of £5 per week	BACS - half-termly Receipts to be produced
DBS Check For Health & Social Care, Child Care and CACHE courses only	One-off award of £30 towards cost	One-off award of £30 towards cost	Cheque payable to School Department
Equipment / Materials / Uniform / Books Support for specialist compulsory equipment, uniform or books as required	50% of cost up to a maximum award of £100	25% of the cost up to a maximum of £50	By BACS payable to student or payment to School Department If a student is purchasing the books or equipment they will need authorisation from the Head of Sixth Form beforehand
Compulsory Educational Visits (not payable for university visits)	50% up to a maximum award of £100	Not available	Cheque payable to School Department
Exam Re-Sit Fees	Award of £10 per subject	Not available	Payment direct to School Department

Applications

Applications will be accepted any time during the academic year but may be paid pro rata to the start date.

Administration

Payment for the full Bursary (Category A) will be made by BACs into the student's bank account in three instalments; November, January and April.

Payment for Category B and C will be discussed and arranged on an individual basis.

'Payment in kind' may be considered appropriate, e.g. for books, course materials and travel passes.

Books and equipment will remain the property of the school.

50% of the fund will be available for distribution in the autumn term and 25% in each subsequent term.

5% of the Bursary Fund will be retained to assist with administration costs.

The school will not spend over and above the amount of the allocated bursary fund.

Application should be made to the Head of Sixth Form.

Applicants should note that a bursary can be withheld or withdrawn if attendance and targets are not maintained.

Monitoring & Evaluation

The Head of Sixth Form will be responsible for ensuring students meet targets and objectives. Failure to do so can result in the funding being withdrawn.

The Head of Sixth Form will be responsible for maintaining records in accordance with the requirements of the ESFA.

The Head of Sixth Form will be responsible for reporting to the ESFA as appropriate.

The 16-19 Bursary Fund Policy will be reviewed on an annual basis by the Governing Body in collaboration with other schools.

Appeals Procedure

Applicants should be aware that funding available for category B and C is limited. The school will consider all applications received but reserve the right to award funding if it sees appropriate.

In the first instance queries and concerns should be addressed to the Head of Sixth Form.

The Governors Appeals Committee will receive and determine upon any appeals where funding is refused. Appeals should be addressed to the Clerk of the Governors at the school.

Reviewed By	Policies & Procedures Committee	Implementation Date	Sept 2017	Review Date	Sept 2020
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