

# SPALDING HIGH SCHOOL 16-19 BURSARY POLICY 2023-24

The [16-19 Bursary Fund](#) is designed to support those young people who may face barriers to continuing in education post-16. It aims to ensure that every young person participates in and benefits from a place in 16-19 education and training by providing additional financial support.

Each school has been allocated a fixed sum of money for the 16-19 Bursary Fund. Students who are eligible must apply by **Friday 22<sup>nd</sup> September** and supply the required original documentary evidence to support the application. Some funds are held back for applications received later in the year.

Applications are treated in strict confidence and will only be shared with staff involved in the Bursary process.

## SHS BURSARY ELIGIBILITY

The student must be aged over 16 and under 19 on 31st August in the academic year in which they start their programme of study and must satisfy EFA funding guidance.

### Payments

The Bursary is paid in 3 instalments (Sept, Jan, April) directly into the individual student's bank account. Please note that the second and third payments are subject to certain criteria:

- Attendance Review – focusing on unexplained and unauthorised absences
- Adherence to the Sixth Form Learning Agreement including the Sixth Form Work Concerns Policy and Academic Support Plan if necessary.

**We reserve the right to reduce and/or suspend payments to students who do not fulfil the criteria listed above.**

There are 3 levels of bursary award:

## LEVEL ONE – GUARANTEED AWARD – VULNERABLE BURSARY AWARD

|                        |   |
|------------------------|---|
| <b>How much?</b>       | Up to £1,200 per year   |
| <b>Who?</b>            | <ul style="list-style-type: none"><li>• Young people in, or who have recently left, local authority care,</li><li>• Young people <b>personally</b> in receipt of Income Support or <b>Universal Credit</b></li><li>• Young people in receipt of Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in their own right as well as Employment and Support Allowance (ESA) or UC in their own right</li></ul> |
| <b>How is it paid?</b> | On provision of appropriate evidence: <ul style="list-style-type: none"><li>• Original DWP letter setting out the benefit to which the young person is entitled</li><li>• Written confirmation of the young person's current or previous looked-after status from the local authority who looks after them, or provides their leaving care services.</li></ul>  |

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### LEVEL TWO – DISCRETIONARY AWARD

Discretionary bursaries are aimed at students who could not stay in education without financial help for things like transport, meals, books and equipment.

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|------------------------|--|
| <b>How much?</b>       | As a guideline, typically up to £800 per year (subject to discretionary variation)   |
| <b>Who?</b>            | Those students: <ul style="list-style-type: none"> <li>• currently or previously in receipt of Free School Meals (by evidence of original letter from local authority)</li> <li>• where the home household income is less than £21,000 per annum (by evidence of the original tax credit annual statement letter from HMRC, and/or P60, or evidence of self-employment)</li> <li>• in exceptional circumstances, such as where a young person is providing care to a sick or disabled relative.</li> </ul> |
| <b>How is it paid?</b> | On provision of appropriate evidence, e.g. <ul style="list-style-type: none"> <li>• Evidence of benefits.</li> <li>• P60</li> <li>• Tax credit award notice.</li> <li>• Evidence of self-employment.</li> </ul>  |

For the eligibility given above, students may apply for funds for specific educational purposes (see below). In these cases, consideration will also be given to the number of dependent children within the household.

The Bursary panel will assess each claim and decide upon authorisation of payments up to the permitted maximum in each term. If circumstances change, a further application must be made for increased funding.

### LEVEL THREE – DISCRETIONARY AWARD

|                        |  |
|------------------------|--|
| <b>How much?</b>       | At School's discretion   |
| <b>Who?</b>            | Those with an identifiable financial need <b>who do not qualify for</b> Levels 1 or 2 including young carers.  |
| <b>How is it paid?</b> | Students apply for funds for specific educational purposes (see below). Bursary panel will assess each claim and decide upon authorisation of payments up to the permitted maximum in each term. |

***Specific educational purposes for which bursary funding can be made available:***

|   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• Costs of transport to and from School</li> <li>• Meals in School</li> <li>• Books and equipment essential to the subject curriculum</li> </ul> | <ul style="list-style-type: none"> <li>• Educational trips essential to the subject curriculum</li> <li>• Contribution to school uniform</li> <li>• College/University interviews or visits (with relevant paperwork)</li> </ul> |
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## PROCESS

Students are encouraged to apply for a Bursary as soon as possible; **applications must be received by Friday 22<sup>nd</sup> September 2023**. It is also possible to apply at any time during the year for a one-off payment to cover exceptional circumstances and/or hardship. Application forms are freely available from reception. **It is essential that all relevant original documentation is provided at the time of application (this will be returned to the student) and that sufficient additional information is included in the application for the Bursary panel to make a decision.**

Where possible, payments will be made 'in kind' e.g. payment/purchase of transport ticket, addition of money to School Canteen account to enable purchase of meals. The School will always consider how best to achieve value for money – for example, by purchasing equipment through existing arrangements with suppliers instead of providing cash for students to purchase equipment themselves, or arranging facilities for students to purchase second hand books and equipment.

## IMPORTANT INFORMATION

**PLEASE BE AWARE** that if it is found subsequently that the payment was not used to purchase the item/s for which it was granted, or that the student has applied for and received payments for which they are not eligible, the School is entitled to pursue repayment of the Bursary funding from the student.

Payment of the Bursary is subject to the general conditions outlined in the offer letter. The payment of a bursary award in one academic year does not necessarily entitle a student to a further award in a subsequent year. A separate application must be made for each academic year, enclosing relevant original documentation.

This policy has been prepared using the [16-19 Bursary Fund Guidance 2023-24](#). Spalding High School also complies with the requirements of the Equality Act 2010 in the setting of our Bursary eligibility criteria. We will not discriminate against any students, either directly or indirectly, on the basis of their protected characteristics. If any student feels that they have been treated unfairly at any stage during this process, the School's complaints procedure is available to them. Details are available from the School Office.

Government funding for the 16-19 Bursary is subject to change from year to year and whilst we endeavour to support the majority of students who apply, funding is limited and allocation is entirely at the School's discretion. In the case of Level 2 and 3 awards funding is limited and therefore we may not be able to support all applications.

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Spalding High School  
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