

TRINITY SCHOOL

16-19 Bursary Fund Policy 2012/13

1. What is the 16-19 Bursary Fund?

This fund is made available from the government through its funding body, the Education Funding Agency (EFA), to provide assistance to students whose access to and participation in education is inhibited by financial constraints or barriers. There are two types of bursaries available – a vulnerable bursary and a discretionary bursary (detailed below).

2. Who is eligible to apply for 16-19 Bursary funding?

Students following government funded full time courses, who are 16 years and over and satisfy one or more of the following criteria:

- Students aged at least 16 and under 19 years of age on 31 August 2012 who are in care, are leaving care, are in direct receipt of Income Support or are disabled and in receipt of both Employment Support Allowance and Disability Living Allowance.
- Students aged at least 16 and under 19 years of age on 31 August 2012 who are economically disadvantaged and at risk of not taking up or continuing in their education.

3. How does Trinity School assess applications and allocate 16-19 Bursary funding?

The 16-19 Bursary Fund is a limited fund and the School will prioritise allocation according to household income. There will be three priority groups, categorised as high, medium and low. Providing the required documentary evidence is submitted, students in the high priority group will receive a vulnerable bursary, and students in the medium and low priority groups will receive a discretionary bursary.

High priority group

Students aged at least 16 and under 19 on 31 August 2012 and who fall into one of the following categories (vulnerable groups as defined by the EFA):

- 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

Eligible students will be guaranteed a £1,200 bursary. We intend to pay qualifying students £20 per school week with the remaining funds retained to support the cost of essential course equipment, trips, materials etc.

Medium priority group

Students aged at least 16 and under 19 on 31 August 2012 and who fall into one/both of the following categories:

- Have a gross annual household income of below £20,000

- Were identified as eligible for free school meals in Year 11

Students in this group, if they apply by 14 September 2012, may be eligible for a contribution towards the cost of transport, essential course equipment and materials, trips, the cost of attending university open days and interviews, exam re-sit fees, etc.

This may be in the form of a possible bursary of up to £150 (a Learner Support Expense award) and possible weekly payments of £20 per school week, dependent on meeting agreed attendance and behaviour criteria (see 'Attendance and Conduct Policy for 16-19 Bursary Fund'). **This will be subject to availability of funds.**

Low priority group

Students aged at least 16 and under 19 on 31 August 2012 who:

- Have a gross annual household income of between £20,000 and £25,000

Those in the low priority group will be considered for funding, subject to availability, after those in the high and medium priority groups have been awarded. In some cases awards may not be made until after 31 December 2012. Students in this group may receive a **contribution** towards the cost of transport, essential course equipment and materials, trips, the cost of attending university open days and interviews, exam re-sit fees, etc.

Payments will be made in arrears and only on the basis of full attendance, punctuality and meeting expectations for behaviour and completion of work (see 'Attendance and Conduct Policy for 16-19 Bursary Fund' for further information). Receipts for items (equipment, materials, transport, etc) may also be required.

We hope to be able to award a bonus at the end of the school year to students whose attendance record and approach to learning is excellent, as a reward for this high standard, and as encouragement to continue in the future. However, this will be subject to availability of funds.

Emergency payments of small sums may be available for any student in need at times of crisis, e.g. homelessness.

Students who applied for funding from the 16-19 Bursary Fund last year must reapply this year – funding will not continue into the new school year automatically.

4. Procedures

Information and Application

- Information on how to apply for the Bursary will be placed on the school's website, and will also be available from the Sixth Form Office.
- Applications should be made on the Bursary application form, available from the Sixth Form Office or on the school's website.
- Applications should be made as soon as possible and by 14 September 2012 at the latest. Emergency applications can be submitted at any point.
- Students who apply for the £1,200 bursary will need to provide documentary evidence to show that they fall into one of the nominated vulnerable groups, as detailed on the application form.
- Other applications must be supported by relevant documentary evidence, as detailed on the application form.
- Bank account details will be requested so that payments can be made directly to the account (the account must be in the name of the student).

- Completed forms should be handed in to Miss Devlin in the Sixth Form Office.
- All applicants will be advised of the outcome by letter.

Appeals against non-qualification for support

If a student's application has not been processed to their satisfaction, they can appeal in writing to Mrs Johnston, Deputy Headteacher. The decision will be communicated in writing to the student.

If the appeal is rejected the student can send a copy of their letter to Mr Mottershead, Headteacher, whose decision is final.

Appeals against non-payment

If a student is not satisfied with the decision to withhold or defer payment they should take the following steps:

1. Speak to their Student Manager in the first instance.
2. Speak to Mr Runciman, Assistant Head (Sixth Form) to explain why the payment should be made.
3. If the appeal is still rejected, the student needs to put their case in writing, again to Mr Runciman. The case will be considered by Mrs Johnston and Mr Runciman who will report their decision to the student in writing within five days of receiving the appeal.
4. If this appeal is rejected, the student should send a copy of their letter to the Mr Mottershead, who will make a decision. His decision is final.