

Windsor Sixth Form 16-19 Bursary Fund Policy

Purpose of the Fund

The purpose of the 16-19 Bursary Fund is to provide financial support to learners who are facing financial difficulty which means that they would be prevented from or struggle to participate in education and training without some help towards the costs linked with learning. Windsor Sixth Form are able to award vulnerable student and discretionary bursaries based on the needs of individual students, taking into account their individual circumstances and within the guidelines and funding awarded by the EFA.

Allocation

The school is able to offer discretionary bursaries through funding allocated to us from the Education Funding Agency (EFA). The school is also able to access additional funding from the EFA to support students who are eligible for a vulnerable student bursary.

Criteria for allocation

Bursaries will only be allocated to students on an individual basis against the criteria set out below. All students aged 16 or over studying in the Sixth Form are eligible to apply if they feel they meet the criteria. However, this is pro-rata if the student's course is for less than 30 weeks and pro-rata to the number of hours of study in line with the student status bands. It can be a higher amount if the school considers this necessary to enable the young person to continue in education.

Group 1 Vulnerable Student Bursary

Bursaries for defined vulnerable groups, up to a maximum award of £1,200 based on individual financial assessment. Students who are aged 16 or over and under 19 on 31st August are entitled to apply for a Vulnerable Student Bursary if they meet one of the following:

- Students either in care or care leavers.
- Students receiving Income Support or Universal Credit because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them such as a child or partner.
- Students receiving Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right.

Group 2 Discretionary Bursary

Discretionary bursaries are awarded to help students with the cost of travel, to buy essential books, equipment or specialist clothing. The value of discretionary bursaries is determined by an individual financial assessment of students' needs. Taking into account household income, distance to travel to attend Sixth Form, number of dependents within the household as well as course participation costs such as sportswear costs for PE/Dance students and technology support.

Typically a discretionary bursary awarded will be between £300 and £650 per academic year. Evidence of household income will be required and payment will be based on both attendance and academic performance.

Please be aware that giving false or incomplete information that leads to incorrect/overpayment may result in future payments being stopped and any incorrectly paid funds being recovered. This may also result in a referral to the police with the possibility of facing prosecution.

To qualify, you must be 16 or over and under 19 years of age on the 31st of August in the academic year in which you start your studies. Each successful applicant will be entitled to either the full or partial baseline bursary which is to contribute to support both travel and meals costs.

Further Funding

Further funding can also be requested for eligible items intended to support your studies such as:-

- Books/materials/equipment.
- Required trips, visits and field courses.
- UCAS fees and University open day visits.
- Professional clothing for attendance at Sixth form or interviews, all claims for clothing must meet the standards of Windsor Sixth Forms dress policy.
- Other items relevant to the individual student, this can include sportswear if appropriate to a student's course such as PE students.

To make a claim simply fill out a claim form, which is available from Sixth Form Student Reception and attach a valid receipt. Reimbursement claims have to be made within 3 months of the original purchase date provided on the receipt to be accepted. The final deadline for submitting a claim form is 2 weeks before the end of the academic year. Students will not be eligible for payment on any month where their attendance falls below 90%.

We will notify your son/daughter of the value of this amount, in writing when the claim has been processed and approved by Finance.

Any bursary award will be subject to students meeting all the targets and objectives set out in their Sixth Form Learning Agreement, satisfactory attendance, and standard of behaviour and providing documentary evidence to the Bursary Panel.

Evidence required:

Group 1 – you need to provide written evidence from your Local Authority of your care status and/or evidence of the benefits mentioned in the section above.

Group 2 – you need to provide proof of household income levels such as P60, Self-employed tax return, Universal Credit, Tax Credits, Income Support award letter or other benefits award letter that demonstrates total household income. Please note household income is based on the previous tax year.

Administration

Applications will be accepted any time during the academic year up to the last day of the first half of the summer term and may be made at a pro rata rate from the date of application to the year-end date.

Payment for the full Bursary (Group 1) will be made directly to students' bank accounts. Payments are made monthly via BACS into the students bank or building society account.

Payment for Group 2 will be agreed and arranged on an individual basis directly to students' bank accounts monthly via BACS into the students' bank or building society account. Payments for either Bursary will not be paid into another person's bank account unless there are exceptional circumstances where the student is unable to administer their own account. 10% of the Bursary Fund allocation will be retained as a contingency until April of each year for students who join the school later than the start of the academic year. 5% of the total Bursary Fund will be retained to assist with administration costs.

Confidentiality

We handle applications confidentially and will make sure that students are not singled out (please talk to us if you are worried about this). Copies of information given in evidence to support applications will be retained by the school for audit purposes and will be kept confidentially.

Fraud

If students and/or parents/carers provide false or incomplete information or are not part of the household income that is relevant, the matter may be referred to the Department for Education or the Police. The student and parents/carers could face prosecution and the school will recover any payments the student is not eligible for.

Monitoring and Evaluation

The Deputy Headteacher will be responsible for ensuring that students meet targets and objectives as per their Learning Agreement. Failure to do so may result in the funding being withdrawn. Sixth Form Student Manager will be responsible for monitoring and reporting student absence in accordance to the school absence protocol and maintaining records in accordance with the requirements of the EFA and audit. The 16-19 Bursary Fund Policy will be reviewed on an annual basis.

Appeals

Applicants should be aware that funding available for Criteria Two is limited. All applications received will be considered by the Sixth Form Team and reserves the right to award funding as it sees appropriate.

Governors Appeals Committee will receive and determine only upon any appeals where funding is refused. Appeals should be addressed to the Clerk of the Governors c/o the school.