



# Southfields Academy: Bursary Fund Policy

Author: Karen Frusciante, Assistant Headteacher Post-16  
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**Signature**.....Chair of Board of Trustees.

**Date**.....

November 2019



## Southfields Academy

### Bursary Fund - policy 2019/2020

#### Introduction

The Sixth Form Bursary Fund is set up to provide financial support to help students overcome specific barriers to participation so they can stay in education. There are two types of 16-19 bursaries:

- A vulnerable bursary of up to £1,200 a year for students in one of the defined vulnerable groups.
- Discretionary bursaries that institutions award to meet individual needs, for example, transport, meals, books and equipment.

#### Vulnerable bursary

An application for a vulnerable bursary can be made where the applicant is in one of the groups below:

- in care
- previously been in care
- in receipt of Income Support or Universal Credit in place of Income Support in the student's name
- in receipt of Employment Support Allowance (or Universal Credit in place of ESA) and Disability Living Allowance or Personal Independence Payments in the student's name.

#### Discretionary bursary

- The academy's policy is to offer the discretionary bursary to those students who are in receipt of Free School Meals (FSM) in KS5. (Student will be encouraged to apply for FSM when they enrol.)
- Discretionary awards are not for a guaranteed sum of money but are dependent upon the level of funding allocated to the school each academic year and the individual needs of each student. It is also dependent on the number of applications received.

#### Notes:

- No payments will be made before the October Census count. Thereafter, payments will be made every half term (excluding the second half of the summer term).
- The school reserves the right to make discretionary additional payments, as required. Other students who need financial support to help them to stay in education may also be able to claim a bursary to help with the cost of, for example, transport, meals, books and equipment.
- Payments may be made "in kind". For example, the academy may use the bursary fund to pay for books, equipment and trips. Any equipment bought for students remains the property of the academy.
- The finance department will administer the bursary scheme. Payments will usually be made by BACS.
- 95% attendance to school is normally required. The rate of a student's attendance will directly affect the level of bursary payment they receive.
- Students will be expected to sign the "Bursary student learning agreement" before receiving their first payment.



### **How to apply**

Bursary packs are available for collection from the Sixth Form office. This pack includes bursary information, detailed eligibility criteria and the bursary learning agreement. The student is required to fill out and sign the bursary learning agreement. All this information should be handed to Ms Hess in the Sixth Form office by the specified date. Any applications made after the deadline may miss initial payments.

### **Right to Appeal**

If any student or their parent/guardian/carer(s) are not satisfied with the outcome of their application, they should write to the Head of Sixth form outlining their reasons. The Head of Sixth Form will convene an Appeals Panel consisting of one member of staff and two members of the Trustee Body to consider the case. If the appeal is upheld or partly upheld, it will be referred back to the Application Panel with recommendations. If the appeal is not upheld, the appealing party will be signposted to the school's Complaints Procedure.

### **Change of Student's Financial Circumstances**

Any student in receipt of a bursary has a duty to inform the school if their financial circumstances change, or those of their parent/guardian/carer(s) change. This does not automatically mean any future bursary payments will be stopped.

### **Student Withdrawing**

Where a student in receipt of a bursary withdraws from the school and does not transfer to another education or training provider, bursary payments made prior to the date of withdrawal will not be recovered but any scheduled payments to be made after the date of withdrawal will not be made.

### **Student Transferring**

Where a student in receipt of a bursary transfers out of the school to another education/training provider in-year, the school will liaise with that provider to ensure continuity of bursary payments to enable the student to complete their learning.