



# **HAZEL GROVE HIGH SCHOOL**

## **HAZEL GROVE HIGH SCHOOL 16-19 BURSARY POLICY**

DRAFT

**Contents:**

**1. Statement of intent**

**2. Eligibility**

**3. Assessment**

**4. Conditions**

**5. Appeals**

**6. Reviews**

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## 1. Statement of intent

At Hazel Grove High School we are committed to closing the attainment gap between pupils from poorer and more affluent backgrounds, and to ensure that every young person participates in and benefits from a place in 16-19 education and training.

We are committed to:

- The distribution of 16-19 bursaries via a fair and equal process that is transparent, accountable, and easily understood.
- Ensuring that information regarding the application, award, and administration of 16-19 bursaries is publically available via the school website, the Head of Sixth Form.
- Widening access to, and participation in, sixth form education.
- Monitoring and reviewing our policies to ensure effectiveness.
- Setting high targets and objectives to develop on culture of continuous improvement.
- Ensuring adequate resources are available to implement policies, as much as is reasonably practicable.
- Sharing and acquiring best practice through partnerships with neighbouring schools.

## 2. Eligibility

### General

A student must be aged between 16 and 18 years old on 31<sup>st</sup> August at the start of the academic year in which he/she starts a full time study programme. Students should satisfy the residency criteria as specified in the ESFA Funding Guidance.

Students aged 19 and over are only eligible to receive a discretionary bursary if they are continuing on a study programme they began aged 16 to 18 or if they have an Education and Health Care Plan.

Students aged 19 or over on 31<sup>st</sup> August at the start of the academic year in which he/she starts a full time programme of study are not eligible for the guaranteed bursary.

Hazel Grove High School operates a no-cash policy and as such, bursary payments will be paid in kind where possible, or via the BACS system.

### Guaranteed Bursary

A guaranteed bursary of up to £1,200 is available to students who meet the criteria below. The final value of the award will be dependent on the financial need of the student as assessed by the Bursary Awards Panel. To qualify for this bursary award students must be either:

- in the care of the local authority or a recent care leaver of the local authority
- 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
- 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

The bursary may be paid “in kind” – e.g the Sixth Form may purchase bus passes, equipment, books etc or the bursary will be paid in instalments of up to £200 at the start of each half term direct into the student’s bank account via the BACS system.

Cheadle Hulme High School understands that vulnerable students may be harder to identify or engage in education and are less likely to be aware of the support available from the Bursary Fund. Hazel Grove High School will therefore actively seek out and encourage vulnerable students to apply for support.

## **Discretionary Bursary**

Hazel Grove High School welcomes applications for the Discretionary Bursary Award from students whose gross annual household income is below £27,000 per year. The Discretionary Bursary Award is to help students with transport costs, equipment, trips etc. Applications should be explicit in outlining the exact expense details. Where possible the bursary will be provided in the form of equipment or services e.g travel tickets etc. Only in exceptional cases will money be provided for expenses. Payments to support additional educational expenses will be made at the point of approval of application.

Hazel Grove High School may also look to provide support through the Discretionary Bursary fund to students who are not automatically eligible for an award but who face exceptional circumstances during the academic year which impact on their ability to participate in full time education. Proof of income or hardship will be asked for and awards are dependent upon available funds.

### **Asylum Seekers**

Accompanied asylum seekers may receive in-kind support if they have not had their application for asylum refused and are deemed to be eligible for the discretionary bursary by the Bursary Awards Panel. Unaccompanied asylum seekers are the responsibility of the local authority and are treated as looked after children therefore are eligible for a guaranteed bursary.

## **3. Assessment**

The eligibility of the student for the bursary is assessed using appropriate evidence that could include:

- A recent benefit entitlement letter
- Written confirmation of the student's current or previous looked after status from the local authority which looks after the student
- Recent P60
- Tax Credit Award Notice
- Universal Credit Award Notice (most recent three months)
- Evidence of self-employment income
- Receipt of Free School Meals as confirmed by Stockport Council
- Number of dependent children in the household

Hazel Grove High School Sixth Form has a Bursary Awards Panel which assesses each application for 16-19 bursaries. The Bursary Awards Panel consists of the Head of Sixth Form, the Trust Finance Manager and the Head of year12.

Students who wish to make an application to either the vulnerable students or the discretionary bursary should do so no later than the end of September. Students in receipt of either the vulnerable or the discretionary bursary should notify the Head of Sixth Form if their circumstances change.

## **4. Conditions**

Funding may be withdrawn for students who fail to attend regularly. Students in receipt of bursaries will be expected to abide by the Hazel Grove High School Sixth Form Learning Contract.

## **5. Appeals**

Hazel Grove High School Sixth Form has a Bursary Appeals Panel consisting of the Headteacher and a member of the governing body, to consider appeals relating to the award or administration of 16-19 bursaries. Students that appeal to the Bursary Appeals Panel should outline their reasons why a decision was incorrect with specific reference to the circumstances, attendance and/or behaviour standards that determined the original decision. The Bursary Appeals Panel will consider and respond to appeals within two weeks of receipt. If the appeal is upheld, it will be referred back to the Bursary Awards Panel with recommendations.

If the appeal is not upheld the appealing party will be directed to the School's Complaint Procedure.

## **6. Review**

The Bursary Award Panel should draft and submit an annual report to the governing body outlining how the bursary is spent with outcomes. The 16-19 bursary policy will be reviewed on an annual basis, taking into account the views of Hazel Grove High School, young people, the governing body report, and statutory guidance from the Department for Education (DfE) and the Education and Skills Funding Agency (ESFA).