



The Priory School

Educating Students for Success in Life

Name of policy	16 – 19 Bursaries
Statutory	No
Date policy was up-dated	Summer 2023
Date of next review	Summer 2024
Governors committee	Finance and Resources
Member of staff responsible for the policy	Faye Nearney

1. Rationale

- 1.1 This policy has been developed by The Priory School Governing Board to ensure that through the identification of appropriate criteria the school is able to support the fair implementation and distribution of the 16-19 Bursary fund which covers the Discretionary Bursary, Travel Bursary and the One-Off Bursary for the 2023/2024 academic year. The school will also have access to the Vulnerable Bursary which is requested via SBSS (Student Bursary Support Service) and is to be used to support the most vulnerable students who require more funding to allow them continue within education.

2. Aims for the Discretionary Bursary

- 2.1 That the funds in the 16 – 19 Bursary are used to support targeted students with the most acute need to remain in education.
- 2.2 That these funds awarded, are used to maximise the number of students remaining in education.
- 2.3 The allocation of these funds is done in a fair and equal manner so as to have the maximum impact on those students, helping them to remain in education.
- 2.4 The Discretionary Bursary can be used for the following, as defined by the DfE:
- Clothing, books, other equipment to help towards your studies. Transport and lunch costs on the days you study and train and one off payments for study trips or travel to university interviews
- 2.5 The continued payment of bursaries will be dependant on attendance being above 90%, attitude to learning being positive in all subjects as identified by individual tutors and all work being completed on time. In exceptional circumstances bursaries will be continued to be paid to allow time for students to catch up.
- 2.6 The above will be managed monthly by the Head of 6th Form whose decision on the removal of bursaries will be final. Students will be informed in writing of the decision to withdraw bursaries and the rationale used.

3. One-off Bursary Payments –Discretionary Bursary

- 3.1 Where students do not meet the eligibility criteria listed in 4.2 and 4.3, they may apply for a one off bursary payment to support their studies.
- 3.2 Payments below £50 can be authorised without evidence.
- 3.3 For payments over £50, we will ask to see evidence of parental circumstances, income and outgoings.
- 3.4 Where the need arises for students to access a one-off bursary payment more than once in an academic year, each application will be dealt with on a case by case basis.

4. Vulnerable Bursary

- 4.1 the Head of 6th form will be able to access the vulnerable bursary on behalf of those students appropriate for its support.

5 Procedures for awarding the Bursary

- 5.1 The value of bursaries issued will not exceed the amount allocated by the DFE unless expressly agreed by the Headteacher.
- 5.2 Qualification for a guaranteed bursary of at least £1,200.00 will be for the young people as listed below.
- Young people in care
 - Care leavers
 - Young people in receipt of income support
 - Disabled young people in receipt of a Disability Living Allowance
- 5.3 Discretionary bursaries will be awarded by the school to students whose parents provide evidence that they meet one or more of the following criteria:
- Receiving Free School Meals
 - Receipt of Income Support
 - Income based job seekers allowance
 - Support under part VI of the Immigration and Asylum Act 1999
 - Child Tax Credits – provided the parent is not entitled to Working Tax Credit and their annual income assessed by the Inland Revenue does not exceed the maximum allowed
 - The guaranteed element of the state pension credit
- 5.4 The level of each discretionary payment will be agreed by the Head of 6th Form. An appeal process is available via the school Governing Board.

6 Travel Bursaries

- 6.1 Travel bursaries can be awarded to students living outside a 6 mile radius of the school. The bursaries are to cover the cost of travel up to a maximum of £150.00 per half - term.
- 6.2 Students can request the bursary and it will be awarded upon the production of evidence of residence.
- 6.3 The travel bursary can only be used to purchase tickets, petrol or other travel costs to cover travel from their place of residence to and from the school.

7 Payment of Bursaries

- 7.1 Once a decision has been made, the applicant will receive a letter stating whether their application was successful and stipulating what payments will be received.
- 7.2 The continued payment of bursaries will be dependant on attendance being above 95%, attitude to learning being positive in all subjects as identified by individual tutors and all work being completed on time. In exceptional circumstances bursaries will be continued to be paid to allow time for students to catch up.
- 7.3 Monthly bursary payments will be paid within one week of the end of each academic month (starting from September 2023). These will be paid into a named bank account held by the student in their name or the name of a parent.
- 7.4 The payment of travel bursaries will be made half termly in advance into a named bank account held by the student in their name or the name of a parent.

- 7.5 Where a bursary is issued to cover travel, checks will be carried out to make sure that the amount of funding is of a reasonable amount and may need to be a percentage of the full travel amount.
- 7.6 There will be an expectation that a student who is in receipt of a payment will be able to provide receipts on request.
- 7.7 Where a student has been in receipt of a payment from the Discretionary Bursary and without prior agreement or reasonable cause has not met the school's expectation, the matter can be referred to the Headteacher for a decision on whether to reclaim back those funds already paid.