



The John Fisher School 16-19 Policy

Responsible: Governors' Resources Committee
Review Date: September 2021

Context:

The 16-19 Bursary aims to help the poorest students continue their education. Bursaries replaced Education Maintenance Allowances (EMA), but the total money available for 16-19 year old students was cut by two thirds. All students aged 16-19 at The John Fisher School who are experiencing financial hardship may apply for the Bursary, which will be administered as set out in the policy below.

Preliminary notes:

- Whilst guidance on the 16-19 Bursary has been provided by the YPLA, schools have been given considerable freedom to devise their own policies and procedures for allocating their bursary allocation.
- The policy below will exist for one year only and will be reviewed, taking into account (a) changes in the level of our allocation (b) changes in YPLA / government guidance and (c) our experience in implementing this year's policy.
- The John Fisher School 16-19 Bursary allocation for 2020-21 is £11495. We are permitted to use 5% of this amount for administering the scheme and the recommendation is that we keep back 10% of this amount as a contingency for mid-year applications (for example, if household income drops due to unemployment)
- **STUDENT SUPPORT THROUGH 16-19 BURSARY SHOULD BE FOR LEARNING PURPOSES AND TO ENABLE STUDENTS TO CONTINUE IN EDUCATION.**

The John Fisher School 16-19 Bursary:

Eligibility: To be eligible to receive a Bursary the student must be aged under 19 on 31st August in the academic year in which they start their programme of study and must satisfy EFA residency criteria. To continue to receive a bursary the student must satisfy the following conditions:

1. The student's level of unauthorised absence from *all* lessons and registration sessions must be zero and his attendance at all lessons and registration sessions must be over 90%
2. The student must not have broken the terms of the Sixth Form Code of Conduct and Attendance Policy (which are available in your School Journal)

There will be three levels of Bursary for which students can apply, using the attached Application Form.

Level One:

- **Young people in care, care leavers, young people in receipt of income support and disabled young people in receipt of Employment Support Allowance who are also in receipt of Disability Living Allowance** will be eligible to receive a fixed bursary of £1,200 per year. This is also known as a "Guaranteed Bursary".
- This will be paid by BACS in three instalments - £600 in the autumn term, £300 in the spring term and £300 in the summer term. Payments will be made as near to the start of each term as possible. This is likely to be later in the autumn term than in the spring and summer terms, to allow time for applications to be processed.

Level Two:

- Student from families with **extreme financial hardship** may apply for a Bursary of **up to a maximum of £800 per year**. This includes students in receipt of Free School Meals and those whose parents/guardians are in receipt of means-tested benefits.
- Documentary evidence should be provided when submitting an application for a Level 2 Bursary. Such evidence might include proof of income support, housing support or disability allowance.
- Alongside their application, students must specify the item/items they intend to purchase with their Bursary, with reasons to show how it/they will *support their learning*. The final page of the "16-19 Bursary Application Form" gives guidance as to what are likely to be considered appropriate items to purchase.
- The John Fisher School 16-19 Bursary Panel (made up of the School Business Manager and one other member of the Senior Leadership Team) will assess each claim and authorise payments up to the permitted maximum each term of £400 (Autumn term), £200 (Spring Term) and £200 (Summer Term)
- To receive payments, students must submit receipts for items they have purchased to support their learning. Students will be reimbursed by cheque. In exceptional circumstances, the school may provide an advanced payment in order for the student to make the purchase.

Level Three:

- If money remains from the finite pot of £11495 after Level 1 and 2 funds have been allocated, applications for Level 3 Bursary Funding will be considered by the John Fisher School 16-19 Bursary Panel.
- Students with an **identifiable financial need**, who do not fall into Levels 1 or 2 above, may apply for a Bursary of **up to a maximum of £200 per year**.
- As a guide, successful applicants in this category are likely to be in receipt of one of the following benefits:

Income Support or Income-based Jobseeker's Allowance
Child Tax Credit
Income-Related Employment and Support Allowance
The guaranteed element of the State Pension Credit
Support under Part VI of the Immigration & Asylum Act 1999

Proof of income should be provided alongside applications.

- Similarly to Level 2 applications, students should apply for funds for *specific educational purposes*. The final page of the Application Form gives guidance as to what are likely to be considered appropriate items to purchase.
- The John Fisher School 16-19 Bursary Panel will assess each claim and authorise payments up to the permitted maximum each term of £100 (Autumn term), £50 (Spring Term) and £50 (Summer Term)
- To receive payments, students must submit receipts for items they have purchased to support their learning. Students will be reimbursed by cheque.

Application Process:

Students should apply for a John Fisher School 16-19 Bursary using the Bursary Application Form by the deadline of **Friday 30th October 2020**.

If a student's financial circumstances changes mid-year, they may make an application for a John Fisher School 16-19 Bursary at any time, using the John Fisher School Bursary Application Form.

Completed application forms should be posted to the school or handed in at the school reception, in a sealed envelope clearly marked "The John Fisher School 16-19 Bursary Application"

The Bursary Panel will sit in November, February and May although these dates may change in future academic years.

Applicants will be informed of the outcome of their application as soon as possible after the panel has met.

All applications will be treated confidentially, and will only be viewed by the Bursary Panel, or members of the Senior Leadership Team deputising for a member of The John Fisher School Bursary Panel. The Headteacher will not view any documentary evidence of financial status, but may view the application form where students specify what they intend to spend their Bursary on, to determine whether this will support the student's learning.