



The Robert Carre Trust

16-19 Bursary Fund

What is the 16-19 Bursary Fund?

The Government has set aside some money for schools, colleges, training providers and local authorities to allocate to young people who need financial support to stay on in further education or training.

It is intended to help sixth form students with any education-related costs that may arise during the school year. Items of admissible expenditure are:

- Cost of public transport to and from school
- Cost of specialist materials (Art, D+T, Stationery, books specific to courses studied)
- Cost of or contribution towards the expense of school music tuition
- Interview expenses (transport and accommodation) – with prior authority/agreement
- Cost of field study courses
- Contributions towards trips and study courses
- Cost of, or contribution towards, participation in sport or other extra-curricular activities

Eligibility

To be eligible to receive a bursary the student must be aged under 19 on 31 August in the academic year in which they start their programme of study.

Behaviour and Attendance Requirements

The school is under no obligation to make payments and to continue to receive a bursary the student must satisfy the following conditions:

- The student must maintain a minimum of 90% attendance at morning registration, lessons and supervisions as detailed on their timetable and be punctual. (refer to specific details below)
- The student must not have broken the terms of the Sleaford Joint Sixth Form Student Agreement.
- The student must not have been placed on a stage of the Sixth Form Discipline Code.
- If a bursary payment is awarded to a student in Year 12, the student will need to re-apply for a bursary in Year 13

Attendance Requirements

Students will only receive bursary funding if they have secured a minimum of 90% attendance at School including morning registration. The only exceptions to this rule include the following:

- Medical Procedure or illness supported by a Doctor's Certificate, Hospital letter or dental appointment card
- Hospital Appointment supported by hospital documentation
- Official university / college / employer Interview

- University Open Day – students can attend a maximum of 5 over their complete Sixth Form period.
- School Trip Excursion.
- Official School Closure.
- Official School Study Leave.
- Theory and Practical Driving Test. (Not driving lessons)

Students will NOT receive bursary funding if they use any of the following as verification of absence:

- Any other form of self-certification
- School exclusion
- Family holidays
- Lateness to school affecting lesson attendance

There may be occasions, illustrated below, when cases have to be looked at on an individual basis and at the discretion of the Bursary Fund Committee whose decision will be final.

- Family/close friend's funeral.
- Sports trials/training/county selections.
- Religious events.

When and how to apply for a bursary

If a student thinks that they are eligible for a bursary they should apply to the Director of Finance, Administration and Resources at the start of the new academic year in September.

The deadline for applications is the 3rd Friday of the September term

If the financial situation of the student changes during the course of the school year a late application can be made; however, it should be made clear that the bursary will not be backdated and the payments will start from the beginning of the term, (based on a three term year) in which the application is submitted and approved.

Types of bursaries

Level One - Vulnerable Bursary

- How much? A maximum of £1200 per year (£600 in autumn term, £300 in spring, £300 in summer).
- Who? 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.
- How paid? BACS transfer at the start of each term.

Discretionary Bursary

A student can apply for a discretionary bursary if they are not eligible for a vulnerable bursary but need financial help to stay on in school. The school will decide who receives a discretionary bursary and how much they will receive.

Level Two

- How much? A maximum of £900 per year (paid over 3 terms with a maximum of £300 for each long term)

- Who? Those in receipt of Free School Meals, means tested benefits, tax credits awards
- How paid? BACS. Following approval by the Bursary Panel payment will be made at the start of each long term.
- Students apply for funds for specific educational purposes. The Bursary Panel (see below) will assess each claim and authorise payments up to the permitted maximum in each term. No student is to receive more than £900 per year unless budget allocations allow this.

Level Three

- How much? Variable. Identifiable educational need only. ie field trip
- Who? Those with identifiable need who do not fall into Levels 1 or 2 above. (Please provide a letter to support your application)
- Students apply for funds for specific educational purposes and following approval by the Bursary Panel payment will be made directly to the supplier on your behalf

Bursary Panel

Requests for Bursaries will be consolidated by Mr Green and considered by a panel. **The panel will meet within a week of the deadline for applications and students will then be informed whether their application has been successful and the maximum amount of their bursary. The panel consists of the Director of Finance, Administration and Resources and the Head of Sixth Form at Carre's Grammar School and the Head of Sixth Form at the Kesteven and Sleaford High School.**

Please note: Schools within the Robert Carre Multi Academy Trust are required to stay within budget and so there is no guarantee that applications will be met in full or even at all. Where applications are refused there is a right of appeal. An initial appeal should be made in writing to the Executive Headteacher. Beyond this there is a right of appeal to the Multi Academy Trust Board.

Expenditure

On notification that their application has been successful students are eligible to spend their bursaries on the educational related items listed. Payments of the Bursary Fund will be made after confirmation by the Bursary Panel.

Applying

If you believe you qualify and would like to make an application please pick up an application pack from the Finance Office. Application Forms will need to be accompanied by relevant evidence for example a Universal Credit Award letter depending on the level requested.

Reviewed at the meeting of the Finance & Resources Committee 11 September 2019

Ratified at the meeting of the Board on 19 September 2019

Next Review Due: June 2022 (normally 4 years, but stayed at 2022 after September 2019 review)