

## **16-19 Discretionary Bursary Policy**

Students complete Discretionary Bursary application forms and supply necessary evidence. Eligibility criteria is detailed on the application form, in line with EFA guidance, which is reviewed annually.

Forms and evidence are checked at the 6<sup>th</sup> form centre by 6<sup>th</sup> Form Administrator. Each application is considered individually before being approved by CW or JS. The authorised pack is then sent via the internal mail to the finance officer to be checked and processed. All applications are dealt with confidentially and usually within 2 weeks.

Evidence of proof of payment must be provided or the school can purchase items direct if necessary. Funding for curriculum trips is usually transferred internally.

Termly mileage claims are paid at 20p per mile subject to a maximum of the same amount at a termly bus pass for the same journey.

All applications are subject to a minimum standard of attendance (>85%) but consideration should be given to individual circumstances. If transport costs are identified as a specific barrier to participation, the bursary can be used to help meet these costs.

Non attendance for illness or other exceptional circumstances should be considered on a case by case basis, however, students should be aware that any future payments can be stopped if their absence is for a period of four continuous weeks or more (excluding holidays, or if there is evidence of an intention of the student to return). Or for students who have made a decision to withdraw from the 6<sup>th</sup> form. Students must also be aware that they can be asked to repay money not spent.

Additional requests can be applied for and is subject to the same criteria as the initial application.

Higher income families the awards are tiered for items such as travel and trips as listed below:-

£30,000 and less pay all travel & curriculum trips

£30-40,000 pay 2/3 travel

£40-55,000 pay 1/2

> £55,000 pay 1/3

### **Bursary Requests for Laptops/Tablets/ etc (addition Nov 2015)**

Students can apply to have a laptop/tablet to assist with their coursework whilst at the 6<sup>th</sup> form. Students will be advised at the outset that the item is on loan whilst attending 6<sup>th</sup> form and must be returned at the request of the school or when they leave. Once the application has been approved, subject to the usual criteria, the finance office will liaise with IT to purchase a suitable item.

The IT department will set up and security mark the item before arranging for the student to collect. The student will be asked to sign an agreement: a copy issued to them and a copy will be held in school with a register of the equipment. Normal wear and tear is expected but damage deemed deliberate may incur a charge to students. Should a student not return the item an invoice for the cost of a replacement will be raised.

As laptops will be purchased to enable students to complete their coursework they only need to have relevant software available within the normal schools licence agreements. They should not install non education/coursework software. The school can, if felt necessary, stipulate that laptops must not be taken out of school.

Once items are returned IT can reset/wipe the data and then reuse/reissue to 6<sup>th</sup> form students who require them. These may not necessarily be bursary students.

This policy is to be used alongside the school's applications forms, EFA guidance and is subject to review.