

1. Introduction

The 16 to 19 Bursary Fund provides financial support to help students overcome the specific financial barriers to participation they face so they can remain in education.

The bursary fund is intended to help students with the essential costs of participating in their study programme, so to help with the cost of essential books or equipment or with the cost of travelling to school (for students outside of one of the London boroughs), for example. The bursary fund is not intended to support costs not related to education (living costs), extra-curricular activities or provide learning support – services that Pinner High School may give to students – such as counselling, mentoring or extra tutoring.

There are 2 types of 16 to 19 bursaries available. For both bursaries the school will need to see evidence of eligibility:

1. bursaries for defined vulnerable groups
2. discretionary bursaries which the school may award in line with these funding rules. This policy outlines how the discretionary bursary is awarded

More information can be found via the following government webpages:

[16-19 Bursary Funding 23-24](#)

2. Who is eligible for the bursary?

There are two types of bursary available (detailed below). Students are only entitled to receive one type of bursary. The school will use the government's checklist to assess whether or not students are eligible for any of the two bursaries:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/875140/16-19_Bursary_Checklist_v2.0.pdf

3. Policy Statement

3.1 Bursary 1 – Defined Vulnerable Groups

Students who meet the criteria, and who have a financial need, can apply for a bursary for vulnerable groups. The defined groups reflect that these students are unlikely to be receiving financial assistance from parents or carers, so may need a greater level of support to enable them to continue to participate. Students should be awarded the amount of support they need to participate based on an assessment of the types of costs they have and must not be automatically awarded £1,200. Institutions must ensure students are eligible for the bursary for defined vulnerable groups in each year they require support.

Eligibility criteria:

1. To be eligible for funding the student must have the legal right to be resident in the United Kingdom at the start of their study programme;
2. Attend Pinner High School's Sixth Form as their home school;
3. Be starting Year 12 or 13 in September 2023;
4. 16 or over but under 19 on 31 August 2023 to be eligible for help from the bursary fund in the 2023 to 2024 academic year;
5. The student must also belong to one of the following groups:
 - be in care ; *or*
 - care leavers¹; *or*
 - be directly receiving Universal Credit (UC) 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. Children of parents who are in receipt of UC are not included in this category.

This bursary will be paid into the student's bank account on a monthly basis. Please note that the amount a student receives is based on their needs. Students who are eligible will not automatically receive the maximum payment of £1,200 per academic year.

In line with the government's requirement to 'assess financial need', the school may decide that, although a young person may be eligible for a bursary because they are in one or more of the defined vulnerable groups, they do not have any actual financial need. This might be because their financial needs are already met and/or because they have no relevant costs. The school can refuse a student's application on this basis. Equally, the school can pay a bursary to a vulnerable group student of more than £1,200 if they assess they need extra help to remain in education. Any payments over £1,200 will be paid from the school's discretionary bursary allocation. Students aged 19 or over are not eligible for bursaries for vulnerable groups

3.2 Bursary 2: Discretionary Bursary

The school can make discretionary bursary awards to help students with the costs of essential books, equipment, or specialist materials. These are items the student would otherwise need to pay for to participate. The bursary fund is not intended to provide learning support – services that the school may give to students, for example, counselling or mentoring – to support extra-curricular activities where these are not essential to the students' study programme or provide living costs support.

All schools set their own eligibility criteria for the discretionary bursary but must comply with the eligibility conditions and funding rules set out by the government.

Pinner High School has a responsibility to ensure that students are eligible for the discretionary bursary in each year they require support.

¹ A 'care leaver' is defined as:

1. a young person aged 16 and 17 who was previously looked after for a period of 13 weeks consecutively (or periods amounting to 13 weeks), which began after the age of 14 and ended after the age of 16; or
2. a young person aged 18 or above who was looked after prior to becoming 18 for a period of 13 weeks consecutively (or periods amounting to 13 weeks), which began after the age of 14 and ended after the age of 18

Pinner High School must base all decisions about which students receive a discretionary bursary and how much bursary they receive on each student's individual circumstances and their actual financial need. These will vary from student to student, depending on, for example, eligibility based on household income, and their actual financial needs such as the distance they need to travel to the institution and the requirements of their study programme. For example, a student studying A Level Art is likely to incur more resource costs (for art materials) than a student who is studying A Level Psychology.

To be eligible for the discretionary bursary, students must meet all of the following conditions:

1. To be eligible for funding the student must have the legal right to be resident in the United Kingdom at the start of their study programme;
2. Attend Pinner High School's Sixth Form as their home school;
3. Be starting Year 12 or 13 in September 2023;
4. Be aged between 16 and 18 on 31 August 2023*;
5. The student was in receipt of Free School Meals the end of last academic year (Year 11) or be resident in a household in receipt of Universal Credit (UC).

We will ask the parents of applicants in receipt of Universal Credit to provide their last three UC Award Notices as evidence to support their application.

When deciding how much discretionary bursary a student is entitled to we will consider the following information:

- Household income (determined by Universal Credit statements)
- Number of people in the household
- A Level subjects studied (students studying Art/3D Art and Geography may be eligible for more support due to material costs and compulsory field trip)
- Distance from school (if a student does not live in a London borough or has to take a London Underground train to school)

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

3.3 How funding is allocated

Bursary funding is on the basis of individual need and is in the form of 'in kind' payments to support the following areas:

- purchase of essential equipment and books to support studies;
- school trips and other similar course-related costs;
- transport costs not covered by the TFL 16+ Zip Oyster
- UCAS or similar applications;
- transport costs when students attend university open days or apprenticeship interviews.

Discretionary bursary funding cannot be used for the following:

- Providing learning support - services that institutions give to students - for example, counselling, mentoring or extra tutoring;
- Supporting extra-curricular activities where these are not essential to the students' study programme;
- Supporting general household incomes;
- Block provision for all Sixth Form students. The bursary is only supposed to support those students identified as being most in need and not a whole cohort.

3.4 Procedure for paying the discretionary bursary

Where possible the school will directly purchase the allocated in-kind provision. Where this is not possible, students should submit evidence of payment, such as receipts, to Mrs S. Kabel, who will authorise a reimbursement via a BACS transfer to a bank account in the student's name.

Bursary support will only be allocated if:

1. Students have returned a signed copy of their Bursary contract letter and the necessary supporting evidence.
2. Students' punctuality and attendance according to the Arbor register is satisfactory. Satisfactory attendance is judged as 95% attendance for the half term (unless the absence has been unavoidable). Satisfactory punctuality is judged as no more than 5 late marks in a half term.
3. Students' behaviour is in accordance with Sixth Form policies and the home/school agreement
4. Routine doctor/dental/medical appointments should be made outside of school hours;
5. All homework to be completed and handed in on time.

Any stoppage of bursary support will result in written communication home informing students and parents.

PLEASE BE AWARE THAT:

Any attempt to obtain bursary funding by deception (i.e. forging of signatures and/or deliberately providing misleading information) will be considered a severe breach of a student's contract. In such a case, the School reserves the right to suspend that student's bursary support for the remainder of their stay in the Sixth Form.

3.5 How to apply for the bursary

Upon enrolment, all students will be provided with a bursary application form. The application form (and copies of any necessary supporting evidence) should be submitted to the Sixth Form Administrator (Mrs S. Kabel) by no later than Friday 29th September 2023. The school will determine eligibility and inform students and parents of the outcome of their application in writing in early October.

The application form is available to students throughout the year to account for mid-year joiners and changes in circumstances.

Please note that the level of financial support a student receives via the discretionary bursary is based upon an assessment of individual student need, in line with the government's policy. Please see the link below for further details:

If you have any questions about the bursary, please contact the Head of Sixth Form.

3.6 The appeals procedure

Where a decision is taken that a student should not receive support through the Discretionary Bursary Fund the student should raise the issue with the Sixth Form Administrator (Mrs S. Kabel) in the first instance. If this does not satisfactorily resolve the issue students have the right of appeal to the Head of the Sixth Form. This should be done in writing and, if necessary, a parent/carer can be involved.

The School is not obliged to provide more than the above appeals hearings and appeal decisions are final. There is no mechanism for appeal against a stoppage/suspension decision to any outside party.

4 Review of the 16-19 Bursary policy

This policy will be reviewed on an annual basis by the Head of Sixth Form and the Finance Director, taking into account the views of the school, young people and their parents and guidance from the Department for Education and the Education and Skills Funding Agency.

Date approved: 6th July 2023 LGB

Next review: Summer 2024