



**THE RADCLIFFE SCHOOL**  
INSPIRE AND ACHIEVE

## Bursary Policy

Headteacher: P Lawson      Review frequency: Five yearly

Chair of Governors: P Critchley      Date reviewed: January 2021



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## 16 to 19 Bursary Fund: A Summary

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.

There are three types of 16 to 19 bursaries

### Vulnerable Student Bursaries

Are to support:

- Young people in care
- Care leavers
- Young people in receipt of Income Support or Universal Credit
- Disabled young people in receipt of Employment Support Allowance who are also in receipt of Disability Living Allowance or Personal Independence Payments.

There may be some young people affected by benefit changes in 2013 and therefore students in the following situations are also eligible for a vulnerable student bursary:

- Young people who receive a Universal Credit payment in their own name.
- Young people who are disabled and receive Employment Support Allowance and a Personal Independence Payment in their own name.

### Discretionary Bursaries

Eligibility for discretionary bursaries is based on annual household incomes (verified by Tax Credits forms, P60's or 3 month's pay slips) Tax Credit forms are the best evidence as they will show all household income.

### Emergency Bursaries

A small amount of money will be available to help students who encounter serious financial problems during the course of their studies that could affect their ability to complete courses. Students can apply at any point during the course.

## Eligibility

**Vulnerable Students Bursaries:** It is the responsibility of the students to provide Sixth Form with evidence that they fall into one of the designated categories.

**Discretionary Attendance Bursaries:** Bursaries will be calculated based on household income, students to provide Tax Credit forms TC602(A) and P60 forms from parents/carers living in the family home.

**Emergency Bursaries:** The school may ask for documentary evidence of hardship such as P60 forms.

## Payments

Except of exceptional circumstances, payment will be made via BACS transfer. Students should complete a form giving all appropriate details and will be paid monthly.

Vulnerable Student and Discretionary Attendance Bursaries payments will be backdated to the official start of the school term.

## Appeals

Payment decisions will, in the first instance be made by Mrs Chapman and Ms Stone, any concerns should be passed to Mr Hudson. If a student wishes to challenge the decision, they should do so, in writing to Mr Falkner within ten working days of the decision by Mr Hudson.

## Discretionary Attendance Bursary Rules

Discretionary Attendance Bursaries are paid during term time providing that you attend all timetables sessions including Registration, Tutorial and Enrichment each week. Students off target and below good effort levels risk losing their Bursary. Discretionary Attendance Bursaries are not paid during school holidays.

You are expected to:

- Have 100% attendance including registration.
- Be punctual to all lessons and register your attendance.
- Get permission in advance for any absence that can be authorised.
- Adhere to the Sixth Form Code of Conduct.
- Work at the expected standard in all lessons.

The school is expected to:

- Monitor your attendance and any absence.
- Authorise weekly if you have met all the above expectations.
- Let you know by letter or email if your payment has been stopped and why.
- Respond to any queries that you may have about the Discretionary Attendance Bursaries 'yes/no' decision.

## To get Permission for Absence (negotiated/authorised absence) Appropriate Written Evidence Should be Provided.

It is understood that there is, very occasionally, a reason why you may need to apply for permission to be absent. If the school agrees in advance of the absence, then your Discretionary Attendance Bursaries payment will not be affected.

The following list gives examples of some of the occasions when permission may be granted on a limited basis providing we receive written notification in advance:

- Hospital appointments
- Driving Test
- Attendance at a close family members funeral
- Religious holiday (no more than four days per academic year) at the discretion of the school.
- Visit to University, either to attend an open day or for interview, or career related interview (a maximum of four in one academic year)

- Participating in a significant extra-curricular activity, when representing the school of National Governing body
- Attendance at probation meeting or court hearing.

Please remember that you need to sign in and out with Ms Stone when leaving and returning from an appointment. Failure to do so will result in the loss of your Discretionary Attendance Bursaries payment.

The following reasons for absence are not acceptable:

- Driving Theory Test.
- Opticians, Doctors, Dental appointments.
- Holidays taken during the school term.
- Part or full time work which is not part of your programme of study.
- Leisure activities that are not part of your programme of study.
- Birthdays or similar celebrations.
- Babysitting younger siblings or looking after other family members (excluding registered young carers).
- Driving lessons.
- Missing the bus.
- Waking up late.

Where an absence genuinely could not be foreseen, you should nevertheless make arrangements to tell the school as soon as possible on the day in question. Where you fail to do this, the absence will be treated as unauthorised and therefore no Discretionary Attendance Bursaries payment for that week will be made. If you are unsure about whether an absence will be authorised, please check with a member of the Sixth Form team. The school's decision is final in relation to authorising absence.

### **If you are ill**

Discretionary Attendance Bursaries is given on condition of 100% attendance and therefore you are unlikely to be eligible for a payment that week. Sixth Form must be notified of any absence due to illness by telephone or email on the day of absence. Written evidence of illness must be provided on the day of return to school.



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## Discretionary Attendance Bursary Agreement

### You are responsible for:

- Maintaining 100% attendance at lessons and registrations.
- Being punctual for registration and lessons.
- Completing on time all of your coursework and/or assignments to a standard to the best of your ability.
- Punctual attendance at all examinations associated with the course.
- Adhering to the Sixth Form Code of Conduct.

### The school will:

- Arrange for your learning progress to be assessed on the basis of completion of relevant coursework and/or assignments.
- Monitor and assess coursework and/or assignments to ensure they were on time and to the best of your ability.
- Monitor your attendance at all examinations associated with your course.
- Inform students in writing of 'no pay' decisions.
- Monitor your independent learning.

## Acceptance of Terms and Conditions as set out in the information provided.

**Students Name:** .....

**Students Signature:** .....

**Tutor Group:** .....

**Disadvantaged Attendance  
Bursary Administrator:** .....

**Date:** .....