



Hexham Priory School

Never underestimate a child's ability

16-19 Bursary Fund Policy

Introduction

The government has introduced a new fund to help pupils facing financial hardship to stay in full time education.

The fund is intended for books, meals, transport or other course related costs needed to help a pupil stay in education.

Types of Support Available

There are three categories of support available to pupils:

Category 1

Guaranteed Bursary of £1,200 for **pupils** who:

- Are in care
- Are a care leaver
- Receive Income Support or Universal Credit because they are financially supporting themselves
- Receive Disability Living Allowance (DLA) in their name **and** either Employment and Support Allowance (ESA) or Universal Credit
- Receive Personal Independence Payment (PIP) in their name **and** either ESA or Universal Credit

Category 2

Discretionary Award

A bursary will be available for pupils from families with low incomes. Pupils will be eligible to apply for this bursary if their **parents/carers** receive one of the following benefits:

Income Support

Income Based Jobseekers Allowance

An income-related Employment and Support Allowance

Support under part VI of the Immigration and Asylum Act 1999

Child Tax Credit, provided you are not entitled to Working Tax Credit, and have an annual income that does not exceed £16,190 (as assessed by HMRC)

The Guarantee element of State Pension Credit

Universal Credit

Category 3

From time to time students might be faced with identifiable financial difficulties **that do not fit into category 1 or 2**; these students may be given financial or in kind contributions for:

- Educational trips
- Free school meals
- Expenses to attend college interviews

Bursary Eligibility

To be eligible to receive a bursary you must be aged under 19 on 1 September in the academic year in which you start your programme of study. All pupils applying for a bursary will need to have their own bank account.

Pupils applying for bursaries will need to provide the appropriate evidence as detailed:

Category 1

- A letter from the DWP setting out the benefit(s) to which the young person is entitled.
- Written confirmation of the young person's current or previous looked-after status from the Local Authority which looks after them or provides their leaving care service.

Category 2

- Tax Credit Award Notice.
- Entitlement/Award letter showing evidence of benefits received.
- Evidence of Self-Employment
- P60

Category 3

Applicants with exceptional circumstances will be viewed sympathetically where financial need can be evidenced. In this situation, a covering letter should be included, outlining the circumstances and providing supporting evidence. Adult Social Care may provide evidence for this category.

Application Process

All pupils wishing to be considered for a bursary will need to complete an application form.

Decisions

All decisions regarding eligibility and payment of the 16 to 19 Bursary Fund will be made by the Head Teacher.

Decisions will be communicated to parents in writing.

Payment Process

All payment of bursaries are made on the basis of satisfactory attendance. If a child's attendance falls below 85% at any time during the school year, except in the case of significant medical issues/a hospital stay, the payment of Category 1 & 2 bursaries will cease until attendance improves.

Payments to pupils who qualify under Category 1 & 2 will be paid termly unless otherwise stated.

Payments to pupils who qualify under Category 3 will be made as a one off payment.

Payment will be by BACS made payable to the pupil. Therefore all pupils will need their own current bank account.

Appeals Process

Any appeals or complaints will be considered in line with the school's existing complaints procedure.