

## 16 -19 Bursary Fund 2023/24

This statement sets out how Rossett School will prioritise and administer the 16-19 Bursary Fund in 2023/24. It is the aim of the school to use funds to make the maximum impact on recruitment, attendance, retention, achievement and success rates.

### What is the Bursary Fund?

The 16-19 Bursary Fund is designed to help support young people who face the greatest financial barriers to participation in education or training. The fund is split into two parts:-

#### 1. Priority Group Bursary

This Bursary is available to all learners who fall into one of the vulnerable groups identified below and are eligible to receive up to £1,200 a year (pro-rata for courses less than 30 weeks). Young people in the defined vulnerable groups are usually living apart from their parents/carers, so can get social security benefits in their own right.

This is paid termly subject to meeting attendance and behaviour criteria:

- Young people in care
- Care leavers
- Young people in receipt of Income Support or Universal Credit in their own name.
- Young people in receipt of both Employment Support Allowance (or Universal Credit as a replacement) and Disability Living Allowance (or new Personal Independent Payments) in their own name.

*Care Leavers are defined as young people aged 18-21 who have been looked after for more than 13 weeks or since the age of 14; or young people who cease to be looked after or accommodated.*

*Income support is paid to young people such as teenage parents, young people with severe disabilities, teenagers living away from their parents, young people whose parents have died and unaccompanied asylum seeking children where a financial need is established.*

#### 2. Discretionary Bursaries

Discretionary bursaries are targeted at students who cannot stay in education without financial help for things like transport, meals, books and equipment, field trips and other course related costs, cost of attending university interviews, UCAS applications and open days.

Rossett School will award bursaries to learners if their parents receive the maximum award for Working Tax Credits or whose family's household income falls below **£25,000** per year. The school retains the right to exercise discretion in exceptional circumstances where household income exceeds £25,000. The award will be made available termly subject to good attendance and behaviour.

### Who is eligible to apply?

To be eligible to apply for the fund, learners must:

- Be aged under 19 years of age on 31 August 2023
- Have been resident in the UK or EEA for three years preceding 31 August 2023 (verified before enrolment)
- Be enrolled on an EFA or local authority funded course
- Meet the financial criteria – have a household income of less than £25,000 per annum

## How do I apply?

- Complete the 16-19 Bursary Fund application form answering all questions to avoid any delays in processing – forms can be downloaded from the school website [www.rossettschool.co.uk/sixth-form/application-forms-/](http://www.rossettschool.co.uk/sixth-form/application-forms-/)
- Attach the required proof (please send in photocopies and not the originals).
- Submit your application form to Mrs T Harrison in the Finance Office by post or in person.
- The submission deadline is 29 September 2023. An application can be made for the whole of the academic year.
- Deadlines for applications made in subsequent terms are:

Spring Term – 26 January 2024

Summer Term – 3 May 2024

## Evidence

All applications to access the 16-19 Bursary Fund must be supported by appropriate evidence as detailed on the application form.

## What Happens next?

- The Finance Office will test the application against the eligibility criteria and check the evidence and assess the need for funding. The Student Support Officer of the Sixth Form will discuss the application with the student if required.

## Awards Process

- **Transport:** If the student has requested help with transport the School will purchase a bus pass on their behalf.
- **Food:** Students not in receipt of Free School Meals will have their cashless catering accounts credited in the form of a top-up payment at the start of each half term.
- **Discretionary:** Students may apply for help with funding towards essential course-related costs such as books, iPad, equipment, travel, course related trips, university open days and other costs towards learning. Claims must be made to Mrs T Harrison in the Finance Office.

Any books or equipment the School purchases for a student, must be returned at the end of their study programme so they can be used again by another student where appropriate. So, if the School purchases equipment (a laptop would be one example) that is necessary for the student to complete their study programme, we can purchase this with bursary funds but the student must return it once they have completed their study programme.

**Both elements of the 16-19 Bursary fund are only applicable if agreed standards of behaviour are met and lessons have been attended. The guidelines for expected behaviour are set out in the Sixth Form Student Handbook. Whilst the School will make every effort to advise the learner and help resolve any issues, it retains the right to rescind or suspend bursary payment/s.**

## Can I appeal against the School's Decision?

Yes, you have a right to appeal. If any young person or their parent/carer are not satisfied with the outcome of their application, they can appeal. Final decisions for appeals will be made by the Appeals panel consisting of the Chair of Governors and a Governor member of the Resources Committee. The applicant will be informed of the panel's decision. The Panel's decision is final.

## Important notes:

The fund will be distributed in a consistent and fair way and in accordance with guidance issued by the Education and Skills Funding Agency (ESFA). Student eligibility will normally be determined through an income related assessment together with an assessment of the actual need for support. Where possible and appropriate, awards will be calculated using a standard formula. This process will be managed by the Finance Office.

If special circumstances apply, the application will be assessed by the Bursary Fund Awards Panel. This Panel can make non-standard awards where appropriate.

In cases where emergency help is required, support may be arranged by the Panel to reflect the immediate needs of the student.

The budget for the Bursary fund is limited; students who are eligible for support are not automatically entitled to it. If demand exceeds the available funds, reduced awards may be given.

Students enrolled on a two-year course will need to re-apply for financial assistance at the beginning of the second year. Awards made in the second year may differ from first year awards.

The school reserves the right to reclaim awards from students who fail to attend classes. Where this happens, the student will be liable to pay any outstanding fees.

### **Exceptional Circumstances**

Applications from students who are eligible for government funding, but whose household income is in excess of the stated threshold and are experiencing financial difficulty due to a significant and unexpected change in personal circumstances during their time at school, may be considered for the Bursary Fund.

Rossett School may also award a Bursary to any student who faces genuine financial barriers to staying on in education (such as a young carer who is providing care to a sick or disabled relative).

The school will operate a contingency fund which will be used for one-off payments to help students who are experiencing exceptionally challenging circumstances, attend school trips, university interviews etc.

Students may apply for the Bursary Fund anytime during the year (subject to the submission deadlines) if their circumstances change.

### **Formal Agreement**

A student awarded a Guaranteed or Discretionary Bursary will sign an agreement with Rossett School, undertaking to meet the school's conditions, accepting the amount and basis on which it is to be paid.

### **Discretionary Fund Awards Panel**

Headteacher  
Director of Finance  
Director of Sixth Form

Their responsibilities are:

1. To agree the criteria and formula for making standard awards
2. To agree discretionary awards on an individual basis
3. To formulate the college policy and procedure for distributing the Bursary Award Fund

### **Discretionary Fund Appeals Panel**

Any current member of the Chair of Governors (subject to availability).

This Panel is responsible for hearing any appeals and to rule on the appropriateness of the original award decision, confirming or amending it as appropriate. Following this the school will communicate the outcome of the appeal to the student by letter.

Reviewed: July 2023

Next Review Date: May 2024