

# **BISHOP'S HATFIELD GIRLS' SCHOOL**

## **16 – 19 BURSARY GRANT POLICY**

<b>Date of last review:</b>	<b>Summer Term 2024</b>
<b>Date of next review:</b>	<b>Summer Term 2025</b>
<b>School Based Policy</b>	

# Bishop's Hatfield Girls' School

## 16-19 Bursary Policy

The Government funds a bursary scheme to help the most vulnerable 16-19 year olds in full-time education. The scheme is made up of two parts:

1. A payment of £1,200 to a small group of the most vulnerable students and
2. A discretionary fund to be distributed according to school policy.

### Qualification criteria for a vulnerable student bursary:

Students in Years 12 and 13 who will receive a vulnerable student £1,200 bursary for the academic year September 2024 to July 2025 must fulfil at least one of the following criteria:

- Students in care
- Students leaving care
- Students receiving Income Support, or Universal Credit 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
- Students receiving Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right

Evidence of eligibility will be required for the vulnerable student bursary, for example, a letter detailing the entitlement benefits or written confirmation of current or previous looked after status.

### Qualification criteria for a discretionary bursary:

To be eligible for a discretionary bursary for the academic year, students in Years 12 and 13 must fulfil at least one of the following criteria:

- Are currently in receipt of Free School Meals – parents / carers who are in receipt of any of the following benefits are urged to register for Free School Meals (online at [www.hertsdirect.org/freeschoolmeals](http://www.hertsdirect.org/freeschoolmeals)) for their children so that their sixth form students can qualify for the bursary:
- Eligible for pupil premium in year 11
- Can evidence a gross annual household income of below £27,000
- Be able to demonstrate unexpected needs due to change in financial circumstances.

### Entitlement Expectations

Students eligible for the 16-19 Bursary **must** meet the criterion of 100% attendance unless the absence is authorised by the school, as set out in the school's attendance policy. If this criterion is not met, then payment will be forfeit for the whole period of unauthorised absence.

## **Discretionary support**

The discretionary bursary is intended to help students with essential costs of participating in their study programme, for example to assist with the cost of textbooks or equipment, rather than living costs or extra-curricular activities. Schools are encouraged to pay discretionary bursaries in-kind rather than cash as far as possible. In-kind payments can include travel passes, vouchers or credit for meals and any required books or equipment. The needs of the individual pupils will be assessed and the value of the bursary awarded will vary depending on their circumstances, taking into account the financial barriers to participation.

The above commitment will be limited by the available funds allocated by the ESFA annually. The school reserves the right to use up to 5% of the total bursary allocation to cover administration costs.

The school reserves the right to withdraw the entitlement to a Discretionary Bursary should circumstances change.

## **Application**

Students who believe they are entitled to a bursary should complete an application form (available on the website) and return it to the Finance Office with the required evidence.

Once eligibility has been confirmed, students will be invited to request financial support for specific items via a claim form. It is recommended that they liaise with their subject teachers to discuss resources required or essential curriculum events like field trips.

The process of application and payments will remain confidential.