



Hinchingbrooke Sixth Form

16-19 Bursary Policy

Hinchingbrooke Sixth Form recognises that the 16-19 Bursary has an important role to play in removing barriers for some learners accessing and completing their post 16 studies.

The existence of the Bursary fund is publicised at Induction Week, Welcome Week (September), in assemblies, tutor time and in the September Parents' Induction evening. In addition to this, there is information on the Sixth Form webpage and on Instagram.

Students are made aware that the Bursary is only to be used for costs associated with their programme of study. Each year the funds available to the school and consequently the students, varies according to the NOR, the initial fund made to the Sixth Form and the level of need.

Eligibility

Students are eligible to receive a bursary if they are aged over 16 and under 19 on 31 August in the academic year in which they start their programme of studies. To qualify for the Bursary, they must fall into one of the two categories below:

1) Bursaries for students who are classed as 'vulnerable'.

These are students who are:

- in care
- care leavers
- receiving Income Support (IS), or 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
- receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in their own right, **as well as** Employment and Support Allowance (ESA) or UC in their own right

If students fall under this category, they may receive funding **of up to £1200**.

2) Bursaries for students who are not 'vulnerable' but experience financial hardship. These are known as 'discretionary' bursaries

The school may award a bursary for a student who is experiencing financial hardship and needs help with the **costs of education** such as equipment, travel costs and essential trips, stationary or textbooks. The application will ask for details of what each student proposes to spend their bursary on, and we may ask for receipts at any time.

To qualify for a Discretionary Bursary, the gross annual taxable household income must be £25000 or less, and/or the student must be eligible for Free School Meals

For each of these categories, the school will base all decisions on each student's individual circumstances and their actual financial need. These will vary from student to student. An assessment is carried out for each student to establish their household income, whether there is indeed a financial need and what kind of costs the student has.

Procedure

Students are encouraged to apply for the Bursary before the end of September of each academic year. Applications can be made online or in paper, available from the Sixth Form Office.

All applications must be supported by evidence pertaining to the relevant category of bursary, as well as a statement of how the money will be spent. Students are asked to keep receipts or proof of purchase so that we can see that the money is being used for educational purposes.

Once the September deadline has passed, all the applications are assessed according to financial need, income, and educational costs. When the decisions are made, the student receives an email to confirm how much they will be awarded and when the payments are made.

Decisions are made by a panel consisting of the Head of Year and Director of Sixth Form. Decisions are recorded on students' application forms.

Each application is subject to the DFE 'good practice' checklist.

Appeals

If a student is unhappy with the decision not to initially award the bursary, they can appeal to Principle, Mr Patterson, who in consultation with Mrs Rix, will decide whether to overturn the original decision.

Payment

Payment is made in the week following requests, into the students' personal bank accounts. Funds are only transferred to each student if they meet our conditions of-

96% attendance

Excellent attitude to learning and completion of homework during the qualifying period.

A student who does not meet these conditions will have their case referred to the Director of Sixth Form, who makes the final decision regarding whether payment will be made.

Awards

Students who qualify under category 1 will receive up to £1200.

Students who fall under category 2 will typically receive up to £800

These are not flat rates applied to every student whose application is successful. Instead, needs are assessed on a case-by-case basis.

Brampton Road, Huntingdon PE29 3BN

Tel: 01480 375700 www.hinchingbrookeschool.net communications@hinchbk.cambs.sch.uk



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