



Hinchingsbrook Sixth Form

16-19 Bursary Policy 2023/24

Hinchingsbrook 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, Facebook 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, vary 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 program of studies and have been residents in the UK for the past 3 years. To qualify for the Bursary, they must fall into one of the two categories below:

1) Bursaries for students classed as 'vulnerable':

these are students who are:

- in care
- a care leaver
- 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

2) Bursaries for students who are not 'vulnerable' but experience financial hardship:

these are known as 'discretionary' bursaries.

The school can award a bursary to students who fall into this category and need help with the essential costs of education such as equipment, travel costs, stationery, or textbooks*. The application will ask for details of what they anticipate their needs across the scholastic year will be, with estimated costs, as where possible the school will purchase these items for them. They must be prepared to provide receipts for all travel costs or anything else that the school has authorized for purchase.

To qualify for a Discretionary Bursary, the gross annual taxable household income must be £25,000 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 circumstances and their actual financial need. These will vary from student to student. An assessment is conducted for each student to establish their household income, whether there is indeed a financial need and what kind of costs the student has.

Terms and Conditions

Where possible, items will be either purchased for the student and distributed as required or purchased on their behalf and loaned to them for as long as they are registered with us. Expenses should not be requested after the fact by submitting receipts for goods or services already made by the student. In all cases, we will ask for non-consumable items, such as equipment and electronics, to be returned to us in good working order when they leave Sixth Form.

The non-consumable items such as textbooks or equipment, that may be of use to future students will be purchased for the student in kind and loaned out for the entire period in which they are enrolled at Hinchingsbrook Sixth Form. Unless otherwise agreed upon, the equipment must be returned **on or before** the first day of the student's final exams in year 13. The cost of the item will be withdrawn from the allotted bursary award.

The student is the only person permitted to use the equipment while on hire and only permitted to use the equipment according to the laws and regulations and carefully and properly.

By signing the Agreement, the student acknowledges having inspected the equipment and confirms its good condition and shall return it in the same working condition.

This Agreement should not be interpreted as a transfer of ownership Agreement; the equipment remains the sole property of Hinchingsbrook Sixth Form.

Procedure

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

All applications must be supported by evidence about 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.

Students moving into year 13 will be checked for changes to their household financial circumstances since the date of their year 12 application.



Appeals

If a student is unhappy with the decision not to initially award the bursary, they can appeal to Mrs Rix the Head of Sixth Form, who, in consultation with the Principal Mr Patterson, 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

A good 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 - 3 will typically receive up to £450 - £800.

Students who fall under Category 4 will receive discretionary funding following a Needs Assessment.

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