

# HaileyburyTurnford

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## 16-19 BURSARY FUND

The YPLA Bursary fund is a replacement of the old Education Maintenance Allowance (EMA), which ended in 2012. The Bursary fund is dedicated to meeting the needs of highly vulnerable students at Haileybury Turnford School (as outlined below). The overarching principle of the Bursary fund is that it will tackle;

1. Highly vulnerable students as stated by the YPLA and
2. Those students facing genuine financial barriers to education (outlined below)

The fund will be administered by the school as follows;

### Full Bursaries

All students who meet the vulnerability criteria (below) MUST receive the £1,200 annual bursary (either full or pro-rata, depending on the number of week's attendance in the year) as directed by the YPLA to target vulnerable groups. £1200 is the minimum bursary and the school can top this up further should there be a further significant barrier present.

Criteria for full bursaries are:

- **Students** in receipt of Income Support or universal credit;
- **Students** who are care leavers;
- **Students** who are in care;
- **Students** who are disabled and in receipt of either Personal Independence Payments or Disability Living Allowance.

Each bursary will be paid at the rate of £120 per month in 10 monthly payments in arrears (subject to meeting appropriate attendance targets / Attitude to Learning targets), directly to the student via cheque. The school does not have the facility to pay any funds by bank transfer.

### Discretionary bursaries

In order to target directly barriers to education Haileybury Turnford School may also provide discretionary bursaries to support students where they face a barrier to education that is preventing them fair access. This discretionary bursary is most likely to be for equipment, books or transport costs for those students who live a significant distance from Haileybury Turnford School.

The maximum amount payable as a discretionary bursary is £800 per year.

Eligibility for a discretionary bursary is as at the behest of the school but the following criteria will be taken into consideration;

- Is the student eligible for a free school meal now or was in year 11?
- Have they ever been recorded as a Pupil Premium student (Ever6)?
- Is the student living in a household where the parent(s)/guardian(s) are in receipt of income support / housing benefit
- Is the student living in a household where the gross annual household income is less than £30,000

Parents will need to provide proof of entitlement to the benefits or household income prior to payment of the discretionary bursary.



Haileybury Turnford, Mill Lane, Cheshunt, EN8 0JU    01992 308333    [www.haileyburyturnford.com](http://www.haileyburyturnford.com)  
Principal: Robin Newman MSc MBA

Haileybury Turnford is a trading name of Haileybury Academy Trust, a charitable company limited by guarantee registered in England and Wales with registered number 09659808.

Registered office: Haileybury Academy Trust, London Road, Hertford Heath, Hertford, Hertfordshire, SG13 7NU

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If a family's financial circumstances change during the year a student is able to apply for the discretionary bursary as part of a hardship fund application.

## Entitlement expectations

Students eligible for the 16-19 Bursary **must** meet the criteria of a 95% attendance (verified by a weekly timetable print out directly from SIMs), unless absence is authorised. If this criterion is not met payment will be forfeit for the whole period of absence unless a valid reason is provided and accepted by the school.

Students must also meet the expectations of them as laid out in their expectations document, details of which are provided in every student planner. Failure to live up to these standards will also result in a forfeiture of the bursary payment.

## Payment

Full Bursaries will be paid via cheque to the student directly and will be paid over 10 months at £120 per month.

Each discretionary bursary will be paid to a maximum of £800, paid over 10 months, **or potentially in a one off nature to students via cheque** e.g. for curriculum trips, equipment or a monthly cost of travel (provided the student has lived up to the requirements of the expectations document).

Payment for travel costs may be made via credit card directly through the school. Costs for education (i.e. Books) may be purchased through the schools purchasing system to take advantage of discounts where appropriate.

Reimbursement of costs will only be accepted with appropriate documentation and a receipt of proof of purchase.

## Application process (full and discretionary bursaries)

1. Parents / Students will make a written request (using our proforma application form) to the Head of Sixth Form with the appropriate evidence
  - a. Written request must cover
    - i. Name
    - ii. Address
    - iii. Parents name
    - iv. Parents circumstances
    - v. Reason for requesting the bursary
2. Students will then be made aware of their entitlement and must sign an expectations agreement
3. Information will then be passed to the finance team for processing on a monthly basis by cheque, in arrears, subject to meeting the requirements of the expectations document.

## Discretionary Bursary (one off application)

Any student can apply for the discretionary bursary (subject to the criteria for financial hardship above) to cover the cost of a barrier to education. Students must fill in an application form for financial support using our proforma and provide appropriate evidence that the help is needed to overcome a significant barrier to education (or advancement to further education). Whilst every endeavour will be made to cover the cost, it is clear that with a limited value of the fund, we may only be able to provide support for part of the cost.

No payment will be made to cover the cost of travel where the student owns or has been provided with a car.

## Data protection

The process of application and payments will remain confidential to the Head of Sixth Form, the Principal and the School Business Manager.



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