

# HAILEYBURY TURNFORD 16-19 BURSARY FUND

## GENERAL

Haileybury Turnford is provided with funds by the ESFA (Education and Skills Funding Agency) specifically for the provision of bursaries to 16 – 19 year olds continuing their education at the school.

Haileybury Turnford will need to reserve 20% of the 16-19 Bursary amount provided. This is to accommodate changes in circumstance and ensure that requests for funding from students following such changes can be accommodated. Funds remaining at the close of the summer term will be ring fenced and used for the purchase of central resources or the provision of services for the benefit of students across the sixth form.

Bursaries will be made available to help young people overcome financial barriers to their participation in education at the academy.

## ELIGIBILITY FOR BURSARY AWARDS IN 2019-20

To be eligible to receive a bursary the young person must be aged under 19 on 31st August in the academic year in which they start their programme of study. Where a young person turns 19 during their programme of study, they can continue to be supported to the end of the academic year in which they turn 19, or to end of the programme of study, whichever is the sooner.

Young people must satisfy the residency criteria as stated in the document ESFA Funding Guidance for the 2019 to 2020 academic year and must be undertaking a full time course at Haileybury Turnford funded by the ESFA.

The following groups of young people are eligible to apply for bursaries:

1. Vulnerable students as stated by the Young People's Learning Agency (YPLA)
2. Young people who were eligible for free school meals at any point in Year 11 and/or become eligible during the academic year 2019/20
3. Those students facing genuine financial barriers to education (outlined below)

## **BURSARIES AVAILABLE FOR 2019/20**

### **Bursary 1 - £1,200 Guaranteed Bursary for Vulnerable Young People**

All students who meet the vulnerability criteria (below) will receive a guaranteed £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.

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 and attitude to learning targets), directly to the student via cheque. The school does not have the facility to pay any funds by bank transfer.

### **Bursary 2 - Discretionary Bursary**

In order to directly target 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.

Students facing financial hardship and whose family income is below the threshold of £25,000 are invited to apply for assistance with school course-related costs, for example:

- Transport to or from Haileybury Turnford
- Meals at Haileybury Turnford
- Equipment - calculators, art equipment, stationary etc.
- UCAS fee and travel to open days
- Course-related protective clothing - sportswear, lab/art coats, safety goggles etc.
- Trips, visits and sports activities directly relevant to a course of study
- Uniform

The maximum amount payable as a discretionary bursary will be dependent on the number of applicants in the school year.

Eligibility for a discretionary bursary is based on the following criteria:

- Student is eligible for free school meals now or was in year 11
- Students living in a household where the parent(s)/guardian(s) are in receipt of income support / housing benefit
- Students living in a household where the gross annual household income is less than £25,000

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

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.

## **EXPECTATIONS**

Students eligible for the 16-19 Bursary **must** meet the following criteria

- 95% attendance.
- No behaviour or conduct issues
- Responding positively to course criteria - completing modules in line with expectations
- Completion of examination year

## **PAYMENT**

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

The Discretionary Bursary will be paid via cheque to the student directly and will be paid in equal payments over 10 months.

## **APPLICATION PROCESS (full and discretionary bursaries)**

1. Parents / Students will make a written request (using the application form) to the Head of Sixth Form with the appropriate evidence by Monday 23<sup>rd</sup> September 2019.
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)**

Students 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 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.