** LEAP MULTI-ACADEMY TRUST **

**BRINSWORTH ACADEMY SIXTH FORM**

**16 – 19 BURSARY FUND**

**Context**

The 16-19 Bursary Fund is intended to give financial support to students who would otherwise experience difficulties in continuing or completing their courses of study or in accessing the full range of educational opportunities.

The bursary is available to students who on 31 August are either:

* over 16 and under 19 years of age;
* 19 or over but continuing on a course they started aged 16 to 18;
* 19 or over with an Education, Health and Care Plan (EHCP)

**Bursary Aims**

The school will seek to ensure that

* Funding is distributed fairly to eligible students
* Priority is given to students from families with the lowest household income and/or highest demonstrated need, on an individual needs basis

**Categories of applicant**

There are two categories of applicant:

1. Bursary for students in vulnerable groups
2. Discretionary bursary

**a) Bursary for students in vulnerable groups**

Students are deemed to be vulnerable if at least one of the following applies;

* in care
* care leavers
* in receipt of Income Support or Universal Credit because they are financially supporting themselves
* in receipt of disability living allowance (DLA) or Personal Independence Payments (PIP) in their own right as well as Employment and Support Allowance (ESA) or Universal Credit in their own right

**b) Discretionary bursary**

Any student in need of financial support can apply for a discretionary bursary award to help with the cost of travel, essential trips, books, equipment or other course related costs. These are items the student would otherwise need to pay for in order to participate in their course. Allocation of the discretionary bursary award is based on household income and an assessment of individual financial need.

The bursary funding can also be used with discretion to support students who experience exceptional circumstances during the academic year which impacts on their ability to participate in education.

**Standard expectations**

All students must meet standard expectations in order to receive the bursary.

Standard expectations of all sixth form students are that they:

1. Meet the ‘Student Commitment’ as stated in the sixth form Learning Agreement.
2. Achieve 96%+ attendance.
3. Achieve all ‘Excellent’ or ‘committed’ behaviour for learning grades in your assessment points.

**Applications**

All students in need of financial support are eligible to apply for the bursary. Completed applications with all the required documents must be submitted by **30/9/22**

If a student’s financial circumstances change during the year a bursary application can be made at a later date so that they can access financial support.

If a student’s financial circumstances change during the year and the household/student is no longer in receipt of declared benefits, you must inform us.

**Payments**

**(a) Vulnerable Bursary**

The first payment will be made in October and this will be based on meeting standard expectations in the first four weeks of the academic year.

Subsequent payments will be made every half-term as long as students have met standard expectations for the previous half-term.

**(b) Discretionary Bursary**

Where possible discretionary bursary awards will be Payments-in-Kind (PIK) rather than cash payments e.g. equipment, books, travel pass, field trips will be purchased/paid for by the Academy and issued to the student.

**Unclaimed allocations**

Students waive the right to their allocation if they fail to meet standard expectations. Allocations are not carried forward within or between academic years.

**Sanctions**

In order to receive financial support, standard expectations must be met – 96%+ attendance, good standards of behaviour and meeting academic expectations – otherwise payments can be withheld or reduced. Standard expectations are specified in the learner agreement.

The sanctions process is:

1. Verbal warning
2. Written warning
3. Written notification of withdrawal/reduction of payment

**Appeals process**

Any student who believes that a bursary has been denied unfairly may choose to appeal to the Head of Sixth Form (EFoster@bri.leap-mat.org.uk)