



**Jack Hunt School
Governing Body**



16-19 BURSARY POLICY

Version 2.0

October 2018

**Governing Body Committee: Finance Specialists 11 December 2018
Reviewed by SLT: N/A
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1. Introduction

- 1.1 This policy is managed and maintained by the School Business Manager with ratification from the Senior Leadership Team and at the Governing Body's Finance Specialists Meeting.
- 1.2 A key priority for the Government is to close the gap in attainment between those from less well-off and more affluent backgrounds, and to ensure every young person participates in and benefits from a place in 16 to 19 education or training. The 16 to 19 Bursary is designed to support young people aged 16-19 to continue in education.
- 1.3 The fund is designed to remove barriers to participation. It is not designed to be a cash incentive to participate in education or training. It is intended that these funds should target those who are experiencing severe financial hardship.
- 1.4 All beneficiaries of this fund will need to meet eligibility criteria and conditions as laid out by Jack Hunt School. Failure to do so will result in bursaries not being awarded or withdrawn.
- 1.5 As a point of principle bursary funds should not be used to displace other types of support available to young people, for example, childcare costs should not be funded where they can be covered via Care to Learn or Transport costs that are met by the Local Authority.
- 1.6 Jack Hunt School is funded by the Education Funding Agency (EFA) and has received a Bursary Fund Allocation for the academic year 2018/19. The aim of this policy is to distribute the total of the fund as fairly as possible between learners in accordance with the guidance issued by the EFA.

2. Eligibility

- 2.1 To be eligible to receive the 16-19 Bursary in the 2018/19 academic year, the student must be aged 16 or over and under 19 on 31 August 2018.
- 2.2 Students must also satisfy the residency criteria set out in the EFA Funding Guidance. (A person on 1 September who is settled in the UK, and has been ordinarily resident in the UK and Islands for the three years preceding 1 September.) If you are in any doubt, please speak with the 6th Form Administrator.
- 2.3 Students should be participating in a provision that is subject to inspection by a public body that assures quality and funded within the relevant guidelines. Attendance at Jack Hunt School meets the criteria.

3. Guaranteed Bursaries for the Vulnerable Learners (Element 1)

- 3.1 Jack Hunt School will pay a guaranteed Bursary of £1,200 to learners from the following categories:
- (a) Young People in Care, including unaccompanied asylum-seeking children
 - (b) Care Leavers
 - (c) Young People in receipt of Income Support/Universal Credit
 - (d) Disabled Young People in receipt of Employment Support Allowance who are also in receipt of Disability Living Allowance/Personal Independence
- 3.2 The £1,200 is paid on a pro-rata basis to the student at the beginning of every half term. The student must have their own bank account.
- 3.3 The definition of a Care Leaver or 'former relevant child' according to the Children (Leaving Care) Act 2000 is:
- 'Any 18 – 21 year old (or until the end of an agreed programme of education or training) who has been looked after for at least 13 weeks since the age of 14 and who is still looked after or recently left care.'
- 3.4 Therefore, any 16-19 year old accessing learning at a post 16 organisation funded by the EFA will be classed as a care leaver if they were in care for 13 weeks (not necessarily consecutively) or more since the age of 14.
- 3.5 If a learner becomes entitled during the year the payments will be pro-rata to the number of whole weeks remaining in the academic year.
- 3.6 If a learner's situation changes during the course of the year then their eligibility can be reassessed. There is a responsibility on learners to notify Jack Hunt School to changes in their circumstances that might affect their continued eligibility for a bursary. Young people can re-apply for a bursary if their circumstances change throughout the year or if they had a previous award withdrawn.
- 3.7 At the beginning of the academic year Jack Hunt School will encourage young people to apply for guaranteed bursaries.
- 3.8 To receive the full amount students must have above 90% attendance with behaviour and effort satisfactory or better as deemed by the Head of Sixth Form.

4. Discretionary Bursaries (Element 2)

4.1 To be eligible for a Discretionary Bursary, applicants must be entitled to Free School Meals (FSM) or have received Free School Meals at any point during the last six years of education (Ever6).

4.2 The criteria for this is as follows:

(a) A student's parent/guardian receiving one or more of the following benefits (as at the date of their application) is entitled to Free School Meals:

(i) Universal Credit with an annual net earned income of no more than £7,400.

(ii) Income Support

(iii) Income-based Jobseeker's Allowance

(iv) Income-related Employment and Support Allowance

(v) Support under Part 6 of the Immigration and Asylum Act 1999

(vi) The guarantee element of Pension Credit

(vii) Working Tax Credit run-on (paid for the four weeks after you stop qualifying for Working Tax Credit)

(viii) Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190

OR

(b) A student who has received Free School Meals at any point during their previous six years in education

4.3 Free School Meal forms are available at the Jack Hunt School Reception.

4.4 Discretionary bursaries can be awarded from the following categories:

(a) Transport

(i) The student must live 2 or more miles from Jack Hunt School, as measured on RAC Routefinder website, to qualify for a monthly Megarider.

(ii) The student is to buy the monthly Megarider and the Bursary will reimburse the student of the costs (valid receipts must be provided).

- (b) Materials/Books
 - (i) Subject text books for the student's course will be ordered once a list of the books has been provided.
- (c) UCAS Expenses
 - (i) UCAS applications costs will be reimbursed. Once the application has been sent to UCAS by the Head of 6th Form, the 6th Form Administrator will contact the eligible students.
- (d) Educational Visits/Trips
 - (i) School trips will be paid
 - (ii) Open day train tickets costs will be reimbursed (valid receipts/tickets must be provided)
- (e) Uniform
 - (i) The Bursary may support students with acquiring the appropriate business dress, as described in the Sixth Form Dress Code (see below). Students wishing to apply must discuss their requirements before purchasing, with the 6th Form Administrator.

5. Application Process

- 5.1 All eligible students must complete an application form each time funding is required from one of the four categories. The application form must be signed and dated by the applicants.

6. Assessment of your application

- 6.1 The student's application will be assessed in accordance with this policy and EFA guidance by the Business Manager and the Administration Manager. The final decision lies with the Business Manager and the Administration Manager.
- 6.2 Details of the reason and the amount of Bursary funding required should be included within the application form and also any documentary evidence to support applications where necessary will be checked and retained by Jack Hunt School for audit purposes. Applicants will be informed of the outcome of their application.

7. Payments

- 7.1 Any payments for Element 1 or reimbursement payments (valid receipts must be provided) for Element 2 will be made by BACS. Each student will need to ensure they have a bank account in their own name and provide this on the BACS form.
- 7.2 When support is provided for specific goods or services, payment will be made direct to the supplier.
- 7.3 All Element 2 payments are subject to availability of funds.

8. Participation

- 8.1 To continue receiving the bursaries students will be expected to maintain satisfactory behaviour, work ethics and maintain a minimum level of attendance and this will be monitored. Authorised absence will be classified as attendance.

9. Appeals

- 9.1 If you disagree with the decision made on your application, you may appeal. Please contact Jack Hunt School who will review the decision again, and any new information or change in circumstances.

10. Data Protection

- 10.1 Data Protection Act 1998: The information that you give on this form will be used for the purpose of processing your application for help with your educational needs. Jack Hunt School has a duty to protect the public funds it handles and may use the information you have provided on this form to prevent and detect fraud. It will not be used for any other purpose without your permission.
- 10.2 Jack Hunt School has a Privacy Notice for Students that explains how we use data in line with our statutory responsibilities and in line with relevant legislation.

11. Equal Opportunities

- 11.1 All aspects of the applications process and associated decisions will be managed with due regard to equal opportunities legislation.

12. Version History

12.1 Table of Versions

VERSION	ACTION	RESPONSIBLE	DATE
1.0	Draft first edition	Clare WATSON	31/10/2017
1.1	Policy reviewed and amendments drafted for SLT	Matthew DEERE	26/11/2017
1.1	Policy published to website and KITE after FSC approval	Matthew DEERE	13/12/2017
2.0	Policy reviewed and minor updates to year	Matthew DEERE	08/10/2018



JACK HUNT SCHOOL

16-19 BURSARY POLICY 2018/19 SUMMARY



The following information applies to Sixth Form students (aged 16 to 18 on 31 August 2018 taking a full-time further education course in 2018/19).

A key priority for the Government is to close the gap in attainment between those from less well-off and more affluent backgrounds, and to ensure every young person participates in and benefits from a place in 16 to 19 education or training.

Jack Hunt School is responsible for awarding bursaries to students. If your application is successful, you could receive funding to help with:

Transport
Materials/Books
UCAS Expenses
Educational Visits/Trips
Uniform

There are two 16-19 Bursary Funds:

Guaranteed Bursaries (Element 1)

Jack Hunt School will pay a guaranteed Bursary of £1,200 to learners from the following categories:

- Young People in Care, including unaccompanied asylum-seeking children
- Care Leavers
- Young People in receipt of Income Support/Universal Credit
- Disabled Young People in receipt of Employment Support Allowance who are also in receipt of Disability Living Allowance/Personal Independence

Discretionary Bursaries (Element 2)

To be eligible for a Discretionary Bursary, applicants must be entitled to Free School Meals or have received Free School Meals at any point during the last six years of education (Ever6).

If you think you are eligible for either bursary, please discuss with the 6th Form Administrator



Dress Code Requirements ~ Sixth Form



The Sixth Form at Jack Hunt wear smart business dress as detailed below and students are expected to maintain a neat appearance at all times, setting an example to the rest of the school.

Male

Tailored jacket and trousers (Denim, leather and mock leather fabrics are not permitted)

White or coloured shirt

Tie suitable for a business environment

Belts – plain dark colour, no more than 4cm in width

V-necked jumper or cardigan (if wished) but this is in addition to the jacket – not a replacement for it

Socks suitable for a business environment.

Formal shoes – (no boots, sandals or trainers)

Female

Tailored jacket and either trousers, skirts or shalwar kameez (Denim, leather and mock leather fabrics are not permitted). The skirt must be at least to the knee in length. Skirts which are split style must not be slit any higher than the knee. Trousers should be full length and tailored. No low waisted hipsters are allowed.

White or coloured blouse. The blouse should have sleeves and should ensure that modesty is maintained. Strappy tops or t-shirts are not permitted in place of blouses.

Belts – plain dark colour, no more than 4 centimetres in width

V-necked jumper or cardigan (if wished) but this is in addition to the jacket – not a replacement for it

Plain tights suited to a business environment.

Formal shoes, dark coloured shoes – (no boots, sandals or trainers). No heels higher than 4cm.

Year 12 and Year 13 students will also be required to wear a lapel badge identifying them as students of the school. This will be available from the school shop, free of charge, at breaktime in September. If you do lose your badge, then you will need to buy a replacement from the school shop.

Under no circumstances should crew, polo or round neck jumpers or any sweatshirts/hoodies be worn, not even in cold weather as a substitute for a coat. Training shoes shall only be worn for PE activities. One plain ear stud per ear is permitted for boys and girls. Nose studs or other body piercings are not permitted. One ring only is permitted. No visible tattoos are permitted. Kirpan – for Sikh families, further guidance on wearing the Kirpan is available from the school.