



Jack Hunt School Governing Body



16-19 BURSARY POLICY

Version 5.2

September 2021

Governing Body Committee: Finance Committee Meeting on 27 September 2021
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Date Policy Reviewed: July 2021
Date of Next Review: 1 September 2022

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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 Committee. It is developed in conjunction with the Sixth Form and Administration Team.
- 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 Failure to do so will result in bursaries not being awarded or withdrawn.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 & Skills Funding Agency (ESFA) and has received a Bursary Fund Allocation for the academic year 2021/22. 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 ESFA.

2. Eligibility

- 2.1 To be eligible to receive the 16-19 Bursary in the 2021/22 academic year, the student must be aged 16 or over and under 19 on 31 August 2021.
- 2.2 Students must also satisfy the residency criteria set out in the ESFA 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 Sixth 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. 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 ESFA 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.
- 3.9 Any evidence provided will be retained for Audit purposes.

4. Discretionary Bursaries (Element 2)

- 4.1 To be eligible for a Discretionary Bursary, applicants must be:
- (a) entitled to Free School Meals (FSM), or;
 - (b) have received Free School Meals at any point during the last six years of education (Ever6), or;
 - (c) are in receipt of Universal Credit/Child Tax Credit with the Working Tax Credit element, or;
 - (d) have received support from the school's Just About Managing (JAM) fund.
- 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 on line – www.cambridgeshire.gov.uk/freeschoolmeals
- 4.4 If you do not qualify for any of the criteria stated above **but deem you are in need of genuine support as a result of the COVID-19 pandemic**, please email the Sixth Form Administrator with your circumstances for consideration. An email enquiry and subsequent communication / dialogue does not constitute a guarantee that support can be provided. Evidence may be requested.
- 4.5 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 weekly/monthly Megarider.
 - (ii) The student is to buy the weekly/monthly Megarider and the Bursary will reimburse the student of the costs (valid receipts must be provided).

In exceptional circumstances awards relating to transport can be given for alternative means of travel, by prior agreement and as assessed in line with the arrangements in para. 6 of this policy.
 - (b) Materials/Books/Equipment
 - (i) Subject text books for the student's course will be ordered once a list of the books has been provided.
 - (ii) Stationery for the student's course will be ordered.
 - (c) Exam/UCAS Expenses
 - (i) UCAS applications costs will be reimbursed. Once the application has been sent to UCAS by the Head of Sixth Form, the Sixth Form Administrator will contact the eligible students.
 - (ii) Exam/test expenses relating to a university application will be reimbursed. (Receipts must be provided).
 - (d) Educational Visits/Trip
 - (i) School trips will be paid for.
 - (e) Work Placements/Sector Experience
 - (i) Costs will be reimbursed if the student can prove the placement/experience will help them achieve their future career or university place. Receipts and confirmation of the booking must be provided for reimbursement.

(f) Business Dress

- (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 Sixth Form Administrator.

Considerations will include style, as per the dress code and costs should not be excessive in respect of the choice of items. Excessive, ostentatious or extravagant requests will **NOT** be reimbursed in full. The Bursary Committee reserve the right to refuse any unsuitable business wear applications. (Purchase confirmations including pictures of the items and receipts must be provided).

(g) University Visits/Open Days/Interviews

- (i) University visits/open days/interviews train tickets costs will be reimbursed (valid receipts/tickets/university confirmations must be provided).

(h) Higher Education Jump Start (for Year 13 students only)

The Bursary may support learners' preparation for onward study at a higher education institution, on application with the following:

- (i) Books for higher education courses, however, a reading list must be provided.
- (ii) Stationery "starter kit" to equip with the essential items.

Students will purchase these items once they have been authorised by the Bursary Committee and the students will be reimbursed for these items (purchase receipts must be provided)

5. Application Process

- 5.1 All eligible students must complete and return the enrolment pack within two weeks of receipt of the enrolment pack and must also complete an application form each time funding is required from one of the six 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 ESFA 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.

6.3 Any income evidence provided will be retained for Audit purposes.

7. Payments

7.1 Any payments for Element 1 or reimbursement payments for Element 2 (valid receipts must be provided) 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 Bank Account Details 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.

7.4 An award letter will be issued to students confirming the amount of support, what support will be made in-kind and payment conditions.

7.5 Jack Hunt School reserves the right to partially reimburse Element 2 claims where deemed appropriate.

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 and General Data Protection Regulations 2018: 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. For more information on Data Protection visit [Peterborough Keys Academies Trust - GDPR \(pkat.co.uk\)](http://pkat.co.uk)
- 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. Information Availability

- 12.1 The Bursary Policy can be found on the Jack Hunt School website in the policies section. The link is on the Sixth Form page to the Bursary policy.

13. Version History

- 13.1 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 amendments drafted for SLT	Matthew DEERE	08/10/2018
3.0	Annual review of policy and to Finance Committee	Matthew DEERE	09/09/2019
3.1	Amendment to transport provision	Matthew DEERE	20/09/2019
4.1	Updated for 2020/21	Matthew DEERE	21/08/2020
5.0	Updated for 2021/22	Matthew DEERE	30/06/2021
5.1	Revisions to redrafted policy including Higher Education Jump Start	Matthew DEERE	16/08/2021

APPENDIX 1 – SUMMARY AND DRESS CODE



JACK HUNT SCHOOL

16-19 BURSARY POLICY 2021/22 SUMMARY



The following information applies to Sixth Form students (aged 16 to 18 on 31 August 2021 taking a full-time further education course in 2021/22).

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/Exam Expenses/Equipment

Educational Visits/Trips

Work Placements/Sector Experience

University Visits/Open Days/Interviews

Suitable Business Dress as per the Sixth Form Dress Code Requirements

Higher Education Jump Start (for Year 13 students only)

There are two 16-19 Bursary Funds:

Bursaries for Vulnerable Learners (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) or in are receipt of Universal Credit/Child Tax Credit with the Working Tax Credit element or have received support from the school's Just About Managing fund.

If you do not qualify for any of the criteria stated above **but if you are in need of genuine support as a result of the COVID-19 pandemic**, please email the Sixth Form Administrator with your circumstances for consideration. An email enquiry and subsequent communication/dialogue does not constitute a guarantee that support can be provided. Evidence may be requested.

If you think you are eligible for either bursary, please discuss with the Sixth 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.



JACK HUNT SCHOOL

16-19 BURSARY POLICY 2021/22 HE JUMPSTART



HIGHER EDUCATION JUMP START FOR YEAR 13 STUDENTS ONLY PROCESS

1. All Year 13 Bursary students to be given a HE Jump Start order form before the May half term.
2. Students to complete the order form on results day and email the completed form to the Sixth Form Administrator within 10 days of results day. (A return **by** date will be on the form) for clarity. Any forms returned after the return by date will not be processed.
3. Sixth Form Administrator to collate the order forms and the university course reading lists. Sixth Form Administrator will pass the collated order forms and evidence to the Bursary Committee for authorisation.
4. Once authorised the Sixth Form Administrator to email each student with a yes or a no decision attaching a copy of their form if authorised. (Each form will be date stamped and signed by the Bursary Committee). Each student will order the permitted items on their form. Students will have 7 days from authorisation to order the items and to email the proof of purchase to the Sixth Form Administrator. A return date will be included in the student authorisation email. If any proof of purchases are received after that date they will not be processed unless the student informs the Sixth Form Administrator of a delay in emailing the proof of purchase.
5. Once the student has emailed the proof of purchase to the Sixth Form Administrator for reimbursement, the Sixth Form Administrator to complete a weekly authorisation form for the Bursary Committee to authorise. The form to be emailed to Finance for payment.
6. The students will be reimbursed after year end but the funds to be paid via BACS (bank details held from on file) from the previous academic year's funds.
7. Each student will be allocated a maximum of £200.00 for books and stationery.
8. This process will be completed by the end of September each year.

16-19 BURSARY FUND Element 2

HE JUMP START REIMBURSEMENT AUTHORISATION 2021/22

Please be advised the Bursary Fund – Element 2 has been approved for the following students in respect of the Higher Education Jump Start:

NAME	SURNAME	ENTITLEMENT	AMOUNT AWARDED	REASON FOR AWARD

Date:

Submitted By:

Clare Watson

Signed:

Date:

Authorised By:

Matthew Deere

Signed:

Sheran Jacobs

Signed:

16-19 BURSARY FUND Element 2

HE JUMP START ORDER FORM 2021/22

Surname: First Name:

FSM Ever6 PP Element 1 JAM UC/WTC

I wish to apply for the Bursary Funding Element 2 in respect of the Higher Education Jump Start.
Students: please tick the appropriate boxes of the items you wish to be considered for:

University Course Reading List

(Please attach a copy of the reading list highlighting which resources you are wanting support with – order forms will not be authorised without a copy of the list)

Stationery Start Up Pack

Full Pack Partial Pack

Number of items to be ordered	ITEM	ONLY tick the items you require as part of the partial pack
2	A4 lined pads	
2	Lever Arch Files	
1 pack	Hole Punched Clear Plastic Wallets	
2 packs	File Dividers	
1 pack of 10	Black Pens	
1 pack of 10	Blue Pens	
1 pack of 8	Highlighters	
2 packs	Post It Notes	
2 packs	Lined Record Cards	

Mrs Watson will email you once this form has been authorised or not authorised, with the next step of the process.

