



Policy Title:	16-19 Bursary Policy
Version:	2.0
Member of Staff Responsible:	Head of Sixth Form
Approval Level:	Headteacher
Status:	Statutory
Date adopted by Governing Body:	01/09/2011
Cycle of Review:	Annual
Date for next review:	01/09/2024

Change Record

Version	Date	Description of Changes
1.1	12/11/2015	Inclusion of "first Friday in October" in application process section
1.2	09/03/2017	Changes to paragraph 2 of awards process regarding purchases made by the school
2.0	11/09/2023	Policy re-write based on current guidance

"Settle College promotes the safeguarding and welfare of children in its care; all policies support the "Child Protection Policy"

Settle College 16-19 Bursary Policy

What is it?

The 16 to 19 Bursary Fund provides financial support to help students overcome the specific financial barriers to participation they face so they can remain in education. The fund is made available from the government through its funding body – Education Funding Agency (EFA). There are two types of bursaries available – a vulnerable bursary and a discretionary bursary.

Vulnerable bursary

Students who are in one or more of the groups below can apply for a vulnerable bursary of up to £1,200. The defined vulnerable groups are students who are:

- in care
- care leavers
- receiving Income Support, or Universal Credit because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them such as a child or partner
- receiving Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right

Discretionary bursary

The discretionary bursary is dependent on household income, where this is less than £30,000. The bursary is intended to remove individual barriers to participation. It can help with any costs students face throughout the academic year and include the following:

- books/equipment
- transport/travel costs
- meals
- accommodation
- exam fees
- educational trips/visits
- attending University open days/visits
- any other reasonable educational expense

Each application is individually assessed considering individual circumstances. Based on the information received and if financial hardship is identified, the student will be awarded an amount of money to be determined by Settle College depending on individual circumstances and availability of funding.

Applicants should be clear that meeting the criteria for bursaries does not lead to automatic entitlement, particularly if it is deemed they do not have financial needs and/or their financial needs are covered from other sources. Re-imbursment of some costs such as travel cost may depend on submission of evidence e.g. Travel Tickets/Weekly Pass.

In addition, if other barriers are identified, students assessed as being eligible for the discretionary element, can also request financial assistance. This could be for clothing, equipment etc. In both cases the student will complete an application form and will provide the required evidence as listed on the Bursary Fund Application Form. The application will be processed in a timely manner by Settle College (upon receipt of the required evidence) and the student will be made aware of the outcome in writing.

Other qualification information

To qualify for the bursary a student must be enrolled full-time at Settle College and bursaries will only be awarded if the student complies with Settle College's basic expectations. They are:

- to attend College full-time
- to fulfil their position as a role-model (i.e. excellent attitude to learning, choosing attire that is suitable for Sixth Form at Settle College, impeccable conduct in and around College)
- comply with the policies and procedures of Sixth Form at Settle College (see Student & parent information pack 2023 and College website for details)

Deadline

Although there is no definite deadline it would be helpful if bursary applications forms could be completed and handed to the Head of Sixth form as soon as possible and no later than 22nd September 2023. This is so that the panel can assess the overall level of demand and make discretionary awards on a fair basis.

Appeals

Students and parents have the right to appeal against any decision made. Appeals should be made in writing to the Head Teacher with full details and evidence.

It is the student's and parents' responsibility to notify Settle College immediately of any relevant changes in circumstances (which may result in changes to the claim) and provide valid payment details.