



QUEEN ELIZABETH HIGH SCHOOL

16-19 Bursary Fund Policy

Queen Elizabeth High School 16-19 Bursary Fund is designed to help and support any student who faces financial barriers to participation in education whilst attending the Sixth Form. Fund payments are available to students enrolled in Years 12, 13 and 14 provided they are under the age of 19 on the 31 August immediately prior to their current academic year.

There are three types of fund payment which may be made,:

- Mandatory Bursary Fund payment
- Discretionary Bursary Fund payment
- Additional financial support in exceptional circumstances

Subject to eligibility, a student may qualify for more than one type of fund payment. Students are encouraged to apply for payments, and to discuss their eligibility for payments with the Pastoral Leader for the Sixth Form (Mr Brown) throughout their time in the Sixth Form. Award decisions are made by the relevant pastoral staff and authorised by the Federation Business Manager. In the event of any dispute about either initial eligibility or continuing eligibility, then a student parent or carer should use the school's complaints procedure. The Bursary Fund Policy will be reviewed annually in the light of the experience of previous years.

Mandatory Bursary Fund

A payment of £1,200 per year for those who are:

- A young person in care, or
- A care leaver, or
- A young person in receipt of Income Support, or
- A young person in receipt of Employment Support who is also in receipt of Disability Living Allowance.

Payments will be made to eligible students by cheque for £200 at the beginning of each half term to assist students to manage their financial affairs and to help cover the larger items of expenditure such as the costs of trips, equipment, and books.

Discretionary Bursary Fund

A discretionary payment of £600 per year for those who are not eligible for the Mandatory Bursary Fund and:

- Are eligible for Free School Meals*, or
- Have been entitled to pupil premium funding when in Year 11, or
- Have a joint family income of less than £25,000 per annum

The allocation of funding to the Bursary Fund is limited, and is made annually. Provision will be made from the Bursary Fund for Mandatory Bursary Fund Payments first. Only the balance will be available for distribution by way of Discretionary Bursary Fund Payments.

Payments will be made to eligible students by cheque for £100 at the beginning of each half term to assist students to manage their financial affairs and to help cover the larger items of expenditure such as the costs of trips, equipment, and books.

Conditions for Mandatory and Discretionary Bursary half termly payments

To be eligible for the payment that would be made in each half term a student must:

- Have submitted a completed Approval Form signed by their parent/carer.
- Have an attendance record for the preceding half term (where necessary taken from their attendance in the first half term of the summer term in Y11) that records no unauthorised absence, and only authorised absence of less than 1 week in compliance with the 16-19 Bursary Fund Learning Agreement.
- Have reported any changes in their circumstances to the Pastoral Office as soon as possible.

In appropriate circumstances, should additional funds be required to cover larger costs of school trips, books and equipment, then an advance against any payments that would otherwise be made in subsequent half terms may be made at the discretion of the school. In these circumstances the school would ordinarily expect to make payment direct for these items of expenditure, rather than to the student. The student would also be expected to sign an agreement recording the nature of the payment, and the deduction of such sums from any future payment that would otherwise have been made.

Additional financial support in exceptional circumstances

A discretionary payment may be made in exceptional circumstances in order to contribute towards, or to meet the full cost of:

- Stationery, books and equipment which are not provided by, or available from, the school free of charge and which are essential for the Student to participate fully in a course upon which they are enrolled, or
- Associated costs of school activities or visits, such as transport and meals.

Any student may apply for such a payment (whether or not already in receipt of payments under the Mandatory Bursary Fund or the Discretionary Bursary Fund) in the event they consider their circumstances warrant it. Each application will be considered on its individual merits, but before any award of this type is made a check should be undertaken that sufficient funds will remain within the Bursary Fund to cover the provision needed for both the Mandatory Bursary Fund Payments and the Discretionary Bursary Fund Payments likely to fall due within the academic year. An award within this category may not be made as an incentive or reward for attendance, and no award may be made within this category to cover daily travel costs to school.

Eligibility and Conditions:

To be eligible for a discretionary payment a student must:

- Have submitted an application for payment in advance of the relevant activity or event.
- Have provided such proof of need, or their exceptional circumstances, as the school may reasonably request.
- Have submitted a completed Approval Form signed by their parent/carer.

** To determine eligibility for free school meals please contact Northumberland County Council on 0845 600 6400 or access information online at www.northumberland.gov.uk/default.aspx?page=1098. Eligibility can be determined almost immediately in most cases.*