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**Elthorne Park High School Bursary Policy**

The Government has set aside some money for schools, colleges, training providers and local authorities to allocate to young people who need financial support to stay on in further education or training.  This is called the 16-19 Bursary Fund.  It could help you with any education-related costs that may arise during the school year, including essentials like a meal during the day or transport to your school, college or training provider. Alternatively, you might need extra help to buy additional books, clothing or equipment for your course, or to pay for educational visits. To apply for a bursary, you must be aged between 16 and 19 and in full-time or part-time further education or training.

There are two types of bursaries:

**Level One - Vulnerable** B**ursary -** You could receive up to £1,200 if you are:

* in or have recently left local authority care;
* disabled and you get Income Support in your own name;
* disabled and you get Employment and Support Allowance (ESA) **and** either Disability Living Allowance (DLA) or Personal Independence Payment (PIP) in your name;
* disabled and you get Universal Credit in your name in place of Income Support or ESA.

**Level Two and Three - Discretionary Bursary**

You can apply for a discretionary bursary if you are not eligible for a vulnerable bursary but you need financial help to stay on in a school, college or training provider. Elthorne Park High School provides two levels of discretionary bursary support

**Level 2** - For students whose gross household income is below £16,500 as assessed by HMRC (Students whose parents are in receipt of Universal Credit should also apply to their Local Council for Free School Meals.)

**Level 3** - For students whose gross household income is between £16,500- £25,000 as assessed by HMRC.

**Level 2 Discretionary Bursary** - students will be entitled to monthly payments to support the costs of continuing in study such as clothing and travel. If a student’s attendance falls below 90% in a month, without valid reason, they will not receive payments for that month.

Students will also be able to have items required for their course purchased on their behalf as well as be entitled to a discount on curriculum trips and other related costs up to an indicative value of £300, depending on the level of applications.

**Level 3 Discretionary Bursary** - students will be able to apply to have items required for their courses purchased and will receive cost reductions on trips and courses, up to an indicative value of £300, depending on the level of applications.

**Hardship**

If a student experiences extreme hardship during the academic year we would encourage them to apply for support via the Head of Sixth Form.

**Conditions of payment**

All young people in receipt of a Bursary must meet punctuality and attendance requirements as outlined in the Sixth Form Handbook. If the young person does not meet these conditions, the School reserves the right to withdraw or suspend Bursary payments. These conditions will not be additional to those expected of any young person within the School.

All applications for a Bursary should be made to Mrs Kashap, Sixth Form Administrator with supporting evidence as detailed in the information for parents/carers.

**Process**

All applications for a Bursary will be assessed by a 16-19 Bursary Application Panel consisting of:

* Mr Eagleton (Assistant Headteacher)
* Mrs Carey (Head of Sixth Form)
* Mrs Kashap (Sixth Form Administrator)

The Panel will review the application, supporting evidence and any other personal circumstantial evidence and students will be notified of the outcome within two weeks of receipt.

**Appeals**

If any student or their parent/guardian/carer(s) are not satisfied with the outcome of their application, they should write to the Headteacher outlining their reasons why. The Headteacher will convene a 16-19 Bursary Appeals Panel, consisting of:

* Headteacher
* Governor

**Confidentiality**

The applications and supporting evidence will remain confidential during processing, payment and storage. If it is necessary to obtain additional information to reach a decision, the young person and/or their parent/guardian/carer(s) will be told the reasons why this is necessary prior to sharing any information further.

 **Change of young person’s financial circumstances**

Any young person in receipt of a Bursary has a duty to inform the school should their financial circumstances, or those of their parent/guardian/carer(s) change (e.g. increase in household income, Free School Meals being withdrawn). This does not automatically mean any future Bursary payments will be stopped, but would result in a review to determine whether the payments continue or be stopped and the funds redistributed.