



FOREST OF DEAN TRUST POLICY

Policy: Sixth Form Bursary 2024-2025

Review Date: September 2025

Authorised by: Trustees

Owner: LB

Dene Magna School and Sixth Form Bursary Policy 16-19

From September 2011 the Government introduced a Bursary Fund to provide support for sixth form students from less advantaged backgrounds. This replaced Educational Maintenance Allowances (EMAs) which had similar objectives. The fund is paid by the Education and Skills Funding Agency (ESFA) and is designed to support young people who face the greatest barriers to continuing their education.

This document sets out how Dene Magna School and Sixth Form will administer and distribute these funds and is divided into the following sections.

1. Eligibility and Criteria
2. Applications and Assessment
3. Payments
4. Appeals
5. Fraud

Dene Magna School and Sixth Form recognises that offering support to students from poorer backgrounds requires sensitivity and respect for all those concerned. Information relating to applications will be treated confidentially.

1. Eligibility

A student must be aged 16 or over but under 19 on 31st August to be eligible for help from the bursary fund in the 2023 following year..

There are two main categories of funding: a guaranteed bursary for vulnerable young people and a discretionary bursary for young people who face financial hardship.

The guaranteed bursary (up to £1200) for vulnerable young people is for students who are:

- in care;
- care leavers;
- in receipt of Income Support or Universal Credit because they are financially supporting themselves and someone who is dependent on them and living with them such as a child or partner;
- receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in their own right as well as Employment and Support Allowance (ESA) or UC in their own right.

The discretionary bursary for young people is allocated to:

- Students who are eligible for Free School Meals in the current academic year or whose household income is less than £16,190. Evidence required: School transition data/Original Working Tax Credit statement/ Original Local Authority Letter. (up to £900)
- Students whose home household income is less than £20,000 (up to £600). Evidence required: Original Working Tax Credit/ Universal credit statement / letter from HMRC.
- Students whose home income is between £20,001 and £26,000 (up to £300). Evidence required: Original Working Tax Credit/ Universal credit statement / letter from HMRC.
- Additional payments in kind may be paid to students who are faced with unforeseen changes in their circumstances.

The amounts payable for those eligible will depend solely on numbers who apply and the grant awarded to the school by the ESFA. Financial support is used to provide help with costs linked to education and is awarded in accordance with specific needs of the individual student. These costs include: support with travel costs; books and equipment; funding field trips and curriculum related visits; travel to HE open days and interviews.

2. Applications and Assessment

Dene Magna School and Sixth Form will make every effort to ensure that all those students entitled to bursaries receive such support. All students coming into the Sixth Form will receive information about bursaries. The application form to be used is attached to this document.

All applications should be received by the Sixth form office by September 30th and students will be informed of the result of their application by November 4th. Payments to successful claimants will be backdated to the beginning of term. If circumstances change students can make applications later in the academic year. In this case, payments of claims can be back-dated for up to 28 days.

The bursary payment is a year on year funding and awards only relate to the current academic year.

3. Payments

Payments to students will be allocated weekly and paid termly for that period of time that a student remains on their course and meets the following requirements for:

Attendance – 95% attendance to all timetabled sessions.

Should any student fail to meet these requirements the school reserves the right to withhold bursary payments. Similarly if students leave school before the end of the academic year they will only receive payments for that time they attended the sixth form.

Students entitled to bursaries joining courses later in the academic year will receive a pro-rata allocation. Students must open a bank account as payments will be made from the school directly to their accounts.

4. Appeals

Students are entitled to appeal against decisions made in relation to their application for a bursary or the withholding of payments. They should first raise their concerns with Liz Balmer, Head of Sixth Form, and if such a meeting fails to resolve any differences they should make a written complaint following the complaints policy (available on the Trust website).

5. Fraud

Fraudulent claims for bursary allocations will be referred to the Police. Students found to make fraudulent claims will be required to refund all payments received and will be expelled from the school.