





THE COOPERS' COMPANY  
AND COBORN SCHOOL

*Love as Brethren*

## **16-19 Bursary Fund Policy**

 	Name of School	The Coopers' Company and Coborn School
	Policy review Date	December 2022
	Date of next Review	December 2023
	Who reviewed this policy?	Mrs Hayley Jacobs
	Date approved by Governing body	

## **16-19 Bursary Fund Policy**

### **Background information:**

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There are 2 types of 16 to 19 bursaries:

- Vulnerable bursary - of up to £1,200 a year for young people in one of the defined vulnerable groups
- Discretionary bursary - the school awards to meet individual needs. For example, transport, academic trips, books and equipment.

### **Applying for the bursary:**

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Arrangements for applying are straightforward and confidential. Once students start in the 6<sup>th</sup> Form, they need to complete an application form – available from a range of different staff, or outside the 6<sup>th</sup> Form Learning Zone.

There are set conditions for receiving the bursary, such as regular attendance, punctuality, good behaviour etc. These are part of the School Behaviour Policy (Appendix: Sixth Form Behaviour Contract)

Most students who get support from the bursary will receive a tailored award from the discretionary bursary. Students in one or more of the groups below need more support and can apply for a vulnerable bursary of up to £1,200

### **Eligibility:**

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All students must be 16 or over, but under 19. Students aged 19 or over are only eligible if they are continuing on a study programme they began aged 16 to 18. Students aged 19 or over are not eligible for the vulnerable bursary of up to £1200.

The school complies with the requirements of the Equalities Act 2010, when setting the criteria below.

### **Vulnerable Bursary**

The eligible groups are students who are:

- in care
- care leavers (after the age of 14), who were looked after for a period of 13 weeks
- getting Income Support (IS) or Universal Credit(UC) in place of Income Support in their own right
- getting Employment Support Allowance (ESA) and Disability Living Allowance (DLA) or Personal Independence Payments in their own right

Please note that to qualify as eligible for a vulnerable student payment the young person does not have to live independently of their parents; they can claim ESA or UC in their own right.

The school will need proof that students are eligible. We ask for and retain copies of evidence from the student of eligibility for the benefit / payment received. Written confirmation from the relevant local authority is required for the first two categories above. For point three/four - a copy of Income Support/Universal Credit award notice – pertaining to the student is required – the claim must be in the student's name. For student's receiving UC/ESA – a copy of their UC claim form.

### Discretionary bursaries

Discretionary bursaries are awards made by the school to individual students. They are targeted on overcoming the individual barriers to participation in education a student faces. They can be for whatever amount is deemed necessary to do this, up to £1,200 per academic year. The bursary fund is not intended to provide learning support – e.g. to support counselling/mentoring costs.

It is up to the school to decide which students will receive a discretionary bursary and how much they will receive. However, the bursary will be targeted at students who cannot stay in education without financial help for items like transport, books and equipment.

Students that apply will be assessed individually and awarded a bursary based on their actual financial need.

Below are some examples of eligibility criteria for the Discretionary Bursary, but there will be others.

- Household income of less than £25,000, using Tax Credits forms (TC602), evidence of income from self-employment, a P60, or 3-6 months' worth of bank statements as evidence.
- Some students from low income households get more support depending on their needs such as bus or train passes, money for educational visits and contributions to the costs of university open days and interviews.
- We also look at wider family circumstances, including whether the student is from a single parent family or where the student is a carer, or where there are a lot of other children in the family.
- Young people eligible for free school meals are not automatically entitled to a bursary, but it is a good indicator of family income.
- Students undertaking courses with high costs. This includes courses where specialist equipment or clothes are required.

We have a small emergency fund from the discretionary allocation which can be used to support students who experience exceptional circumstances during the academic year which impact on their ability to participate e.g. the loss of income from one parent at short notice due to redundancy

### **Paying the bursary to students**

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The bursary was set up to remove specific barriers to participation, so it will be spent in a way that removes these barriers. We do not insist that bursary funds are spent on travel costs or equipment, but can be used in any other way to offer support that has been identified as necessary to enable the student to benefit from their education.

We will pay in-kind bursaries rather than cash where possible. This helps to ensure that the bursary will help students to participate. In-kind payments can be for items including:

- travel passes
- meals (exceptional circumstances only)
- course materials □
- revision books

There are no limits set for the amount of discretionary payment that can be awarded to a student who needs support from the bursary.

We aim for bursaries to be sufficient to help students meet the costs related to participation e.g. transport, books and equipment, field trips and other course-related costs and may also be used towards the costs of attending university interviews and open days.

Where the bursary is used to cover or partially cover the cost of uniform, where possible we request that we place orders for students rather than reimburse. However, we recognise this is not always possible as uniform usually needs to be bought before the start of the school year.

As further guidance, please see below details of what we would expect to be a reasonable request for the purchase or reimbursement of uniform:

- Up to two blazers
- Five school shirts
- Two school ties (if required)
- Three pairs of trousers or skirts
- Two jumpers
- One pair of school shoes
- One school coat up to the value of £50

If you wish to make a request for other clothing related items please contact Mrs Jacobs at [hja@cooperscoborn.co.uk](mailto:hja@cooperscoborn.co.uk) in advance to discuss whether these items can be covered using bursary funding.

Please also note all items listed above must conform to the school uniform policy.

### **Conditions to receiving bursary funding**

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Receipt of a vulnerable or discretionary bursary will be conditional on the student meeting some agreed standards. These standards are set by the school and relate to punctuality, attendance and standards of behaviour and effort. These standards will be clear accessible and understood by students. The expectations are contained in the School Behaviour Policy (specifically, the Appendix – 6<sup>th</sup> Form Contract) which all students and parents/carers sign when joining the 6<sup>th</sup> Form. The school can suspend bursary payments with immediate effect if students fail to meet this standard. Payment will only recommence once the agreed standard has been met.

Payments will be stopped for students who have been absent for a period of four continuous weeks or more (excluding holidays, or if there is evidence of an intention of the student to return). Or for students who have made a decision to withdraw from a study programme.

The school can take back money from students if they have not spent it for the agreed qualifying reason.

### **Student declarations**

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Students and/or their families will sign a declaration when they apply for either a vulnerable or discretionary bursary. We will ask for confirmation that any evidence given in support of the application is correct and complete to the best of their knowledge and belief.

Students and their families will be made aware that by signing the declaration they are agreeing to all the conditions and eligibility criteria of the scheme.

Students and their families will be made aware that giving false or incomplete information which results in an overpayment will mean that the school will stop any future payments, and seek repayment of anything paid so far. The matter may also be referred to the police with the possibility of the student and/or their family facing prosecution.

### **Purchasing IT equipment**

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If IT equipment, for example, a laptop or tablet is necessary and the student cannot complete the course without it, it can be bought with bursary funds.

If you would like more information or to apply for either of the bursaries please contact Mrs Jacobs.

email: [hja@cooperscoborn.co.uk](mailto:hja@cooperscoborn.co.uk)

Tel: 01708 251 802