



The Sixth Form Consortium Bursary Fund Policy 2011-12

Introduction

The new bursary fund is designed to help those young people between the ages of 16-19 (at the start of their academic studies) who face the greatest barriers to continuing in Post-16 Education. The Bursary award has two main elements the **Guaranteed Bursary** and the **Discretionary Bursary**.

Guaranteed Bursary

This bursary is available to students who fall under one of the following vulnerable groups:

- Young person in care
- Young person in receipt of Employment Support Allowance
- Disabled Young People in receipt of Employment Support Allowance who are also in receipt of Disability Living Allowance

Making an Application

Applications are made using the Consortium application form (see policy appendix). Students must provide evidence that they fall into one of the categories above by providing official evidence from the awarding body (e.g. Support Allowance letter, Staffordshire 'In Care' letter).

Initial applications for the guaranteed bursary must be made before September 30th 2011 so that funds can be allocated. This does not prohibit students from applying should they fall into the vulnerable group within the year. Students will then be allocated the bursary 'pro-rata' based on the number of school weeks left (based on 30 school weeks a year).

Payments

The Consortium will split the bursary into 3 school terms with £400 value of educational resources being provided each term. Please see policy appendix for the range of educational resources you may claim for. The Consortium will then purchase these resources on your behalf. Guaranteed bursary applicants must use all of their bursary allocation by the end of the academic year.

Students may wish to purchase the resources themselves, provide an original receipt and then claim the monies back or to put an application in for the school to purchase the resource for them on their behalf.

Notification

You will be notified of your allocation by the Sixth Form Administration Assistant or your Head of Sixth Form.

Discretionary Bursary

This bursary is available to all students who are facing financial difficulty and who are not in receipt of the EMA payment through the transitional support arrangements.

Qualifying for the Bursary

In order to qualify for the discretionary bursary the student must meet the following criteria:

- Adhere to the Post-16 Learning Contract as described in the student planner
- Attendance must be 90% or above
- Students must have 'commitment to studies' grades of satisfactory or above in the latest round of progress checking
- Students must have no outstanding cause for concerns logged
- Students must have no outstanding school resources left to return

Making an Application

Applications are made using the Consortium application form (see policy appendix). Students must detail both the difficulty they are facing to provide the resource themselves, the resource they would like purchased and the purpose of the resource. Students who are deemed most in need will be given priority. Families may provide evidence to support their claim by providing one of the following forms of evidence- household income statements (P60's), FSM statements, Tax Credit Award Notice, recent redundancy notices, long term illness evidence or lone parent maintenance.

Payments

Please see the policy appendix for the range of educational resources you may claim for. The Consortium will then purchase these resources on your behalf.

Students may wish to purchase the resources themselves, provide an original receipt and then claim the monies back or to put an application in for the school to purchase the resource for them on their behalf.

Notification

You will be notified of your allocation by the Sixth Form Administration Assistant or your Head of Sixth Form.

Qualifying Educational Resources

Students may make an application to the bursary fund for resources that will help them stay in education or help them achieve the best possible grade in their subject area. Resources may include the following:

- Transport costs
- Educational Visit costs
- Texts books/ folders / stationary / other equipment
- Meals
- School clothing and/ or protective clothing
- Extended learning costs (Open day transport or accommodation / Summer school costs or accommodation)
- Childcare support
- Living costs

This list is by no means exhaustive and any application made by a student to help them remain in education will be considered by their own merit.

Appeals Procedure

Any appeals to the bursary awarded must be made in writing to the Director of the Consortium, Miss K Doyle within 7 days of the non-award.

The Sixth Form Consortium Bursary Fund Application 2011-12



Name

School

Date

Address

Details of the Educational resource applying for and purpose of the resource;
(Give as much detail as possible providing receipts if already purchased or details of where to purchase if not)

Total bursary requested:

Explanation of financial hardship;

(Please attach any evidence you feel would support your application)

Signed.....

For office use only

Process	Signed and dated
Application received	
Evidence provided	
Student meets eligibility criteria? Head of Sixth/ Director to Sign	
Student informed of decision	
Item purchased / Monies paid	