

RIBSTON HALL HIGH SCHOOL BURSARY POLICY

The Government provides a Bursary Fund to give some assistance to those students who need financial support. This document is based on advice provided by the Education Funding Agency and sets out how Ribston Hall High School will administer and distribute these funds and is divided into the following sections:

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

Ribston Hall High School 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

Bursaries are intended to support those students from poorer backgrounds, and four groups of students are eligible to apply.

- 1.1 Young people in care, care leavers, those in receipt of income support and young people receiving Employment Support Allowance who are also in receipt of Disability Living Allowance will be given the highest priority and be eligible to receive a bursary of £1,200 a year.
- 1.2 Students who are eligible for Free School Meals, or whose parents or carers earn less than £20,999 per year might be eligible for a bursary.
- 1.3 Additional funding may be available in circumstances of hardship

Eligible Costs	Award	Paid By
Books (compulsory books only) This award is only available to students who are not receiving an award for course equipment and/or materials and/or uniforms	Up to a max of £50 per student	BACS Payment to student or payment to department
Equipment/Materials/Uniform Support for specialist compulsory equipment / uniform required.	50% of cost up to a maximum award of £150	BACS payment to student or payment to department
Compulsory Educational Visits costing £100 and over (not payable for university visits)	50% up to a max award of £100	BACS payment to student or account at provider .
Exam Re-sit Fees (16-18 year olds only)	Award of £10 per subject	Payments direct to the Exams. office

Students eligible to receive a bursary must be aged under 19 on the 31st of August in the academic year in which they start their programme of study.

2 Applications and Assessment

Ribston Hall High School 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.

Students will be asked to provide evidence of their household income e.g. notice of benefit received from the Department of Work and Pensions. This should be the household where they live for the 'majority' of the week. Parents / guardians are responsible for providing a clear photocopy of evidence required as originals cannot be returned.

All applications should be received by the Head / Assistant Head of 6th Form by Friday 6th October 2017 and students will be informed of the result of their applications by 13th October. Payments to successful claimants will be backdated to the start of term. If circumstances change students can make applications later in the academic year. In this case payment of claims can be backdated for up to 28 days.

Students will be entitled to appeal against any decision taken by Ribston Hall High School. The appeals process is outlined in section 4 of this document.

3 Payments

Payments to students will be allocated on a weekly basis for that period of time that a student remains on their course and meets the requirements below. Payment will be made half-termly into the student's bank account.

No unauthorised absences
Meeting the 6th Form Learning Agreement

Should any student fail to meet these requirements the school reserves the right to withdraw bursary payments for each week for which requirements have not been met. Similarly if students leave school before the end of the academic year they will only receive payments for the time that they attended the sixth form.

Students must open a bank account as payments will be made from the school directly to their accounts. Any student faced with difficulties in opening a bank account should immediately contact the Head of 6th Form.

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 the Head of 6th Form, and if such a meeting fails to resolve any differences they should make a written complaint for consideration by the Head Teacher. If this fails to resolve differences students can take their appeal to the Board of Governors.

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.