



Ribston Hall High School 16-19 Bursary Policy

The Government provides a Bursary Fund to help students overcome the individual financial barriers to participation. This document is based on the advice provided by the Education and Skills Funding Agency and sets out how Ribston Hall High School will administer and distribute these funds. Ribston Hall High School recognises that offering support to students who may be eligible for this bursary requires sensitivity and respect for all those concerned. Information relating to applications will be treated in the strictest confidence.

1. Eligibility

If you are facing financial difficulties which are preventing you from accessing key parts of the curriculum or from coming into school, and/or you fall into one of the following groups and are aged 16 but under 19 years of age on 31st August in the academic year in which you start your programme of study, you may be eligible to receive bursary support.

There are two types of 16-19 bursaries:

Group 1: Bursaries for young people in defined vulnerable groups - (up to £1,200 per year)

The defined vulnerable groups are students who are:

- In care
- Care leavers
- Receiving Income Support or Universal Credit because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them
- Receiving Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right

Group 2: Discretionary bursary:

For those students facing genuine financial barriers to participation, for example if your family is on a low income or you are facing any other financial difficulty. Bursaries will be based on individual financial need. There are no flat rates of bursary awarded under this category and you will need to identify the costs that you need help with on the application form.

Costs that may be considered under the bursary scheme are:

- Books
- Equipment/materials
- Compulsory field trips
- Uniform
- Exam re-sit fees
- Travel costs



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Costs that will not be considered are:

- Living costs
- Learning support, e.g. counselling or mentoring
- Non-essential, extra-curricular activities

Wherever possible costs will be met in kind and will be deducted from the total bursary awarded.

2. Applications and Assessment

Ribston Hall High School will make every effort to ensure that all those students eligible for bursaries receive the necessary support. All students coming into the Sixth Form will receive information about the bursary scheme. The application form to be used is available to download from our website.

Students must provide evidence of their household income, e.g. notice of benefit received from the Department for Work and Pensions. This should be the household where the student lives for the majority of the week. Parents/Guardians are responsible for providing a clear copy of evidence as originals cannot be returned.

All applications should be received by the Head of Sixth Form and will be informed of their decision within two weeks. All applications will be assessed according to financial need, there is no automatic right to a bursary payment.

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 which will be made on a monthly basis providing the student meets the requirements below:

- No unauthorised absences
- Meeting the 6th Form Learning Agreement

Should any student fail to meet the requirements the school reserves the right to withdraw the bursary payments for each of the weeks 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.



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Students must hold a bank account, as payments will be made from the school directly to their personal bank account. Any student faced with difficulties in opening a bank account should immediately contact the Head of Sixth Form who will assist accordingly.

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 Sixth Form, and if such a meeting fails to resolve any differences they should make a written complaint outlining their case for consideration to the Headteacher. If this fails to resolve the difference, students are then advised to 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 a fraudulent claim will be required to refund all payments received and will be expelled from the school.