



RAINFORD  
HIGH

PARTNER OF THE EVERYONE MATTERS SCHOOLS TRUST

# Bursary Policy

## Rainford High School



Policy Owner	Director of Business and Finance/Exams Officer
Scope of the Policy	This policy applies to all of the school community
Last reviewed by trustees	March 2024
Next review due	March 2025
Summary of key changes	Addition of Emergency food and hardship bursary and attendance/behavior specifications



EVERYONE MATTERS  
SCHOOLS TRUST



We're working  
towards Artsmark  
Awarded by Arts  
Council England



## 1. SCOPE AND PURPOSE

The 16-19 Bursary Fund exists to help students to continue in education where they would otherwise be prohibited from doing so on financial grounds.

The bursary is intended to enable a learner to continue in education and should not be viewed as an incentive to attract young people into learning or to a particular institution. Bursary awards will be used towards essential course related expenses. The bursary fund is not intended to support costs not related to education i.e. living costs, extra-curricular activities or provide learning support.

*NB: There is a limited amount of funding which means that it will not be possible to support every application and priority will be given to those students with the lowest household income and/or with the highest demonstrated need.*

## 2. WHAT IS THE BURSARY FOR

The Bursary is money that you, or your education training provider, can use to pay for things such as Clothing, Books and other equipment for your course. It can also be used for transport and lunch on the days you study.

## 3. BURSARY STRUCTURE

3.1 Everyone Matters Schools Trust will seek to ensure that the funds available are:

- distributed fairly through a process which is transparent and easily understood;
- assessed and allocated to each individual's need, taking into account the financial circumstances of the applicant and the intended use of the fund; and
- used to widen access to, and participation in, post-16 education.

3.2 The 16-19 Bursary Fund has 3 elements:

(a) Vulnerable Groups Bursary - The defined vulnerable groups are students who are:

- in care
- OR
- care leavers

who are

- receiving income support (IS), or Universal Credit (UC) because they are financially supporting themselves or 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 Universal Credit (UC) in their own right

(b) Discretionary Bursary

You could get a discretionary bursary if you need financial help but don't qualify for a vulnerable student bursary. Distribution of this element of the funding is at the discretion of Everyone Matters Schools Trust and will be targeted towards young people facing the

greatest financial barriers to participation. Bursary funding is subject to funds available at all stages.

(c) Emergency Food and Hardship Bursary

These bursaries are for students who are in financial need who do not fulfil the defined vulnerable categories above and who are not currently eligible for Free School Meals. The government has asked schools to provide short term support to those students who suddenly experience severe hardship in the form of school meals.

**4. ELIGIBILITY CRITERIA**

To be eligible to receive a bursary a young person must be aged 16 or over but under 19 on 31 August in the Academic year in which they start their programme of study. Students aged 19 or over are only eligible to receive a discretionary bursary if they are continuing on a study programme they began aged 16 to 18 (19+ continuers) or have an Education, Health and Care Plan (EHCP). Students aged 19 or over are not eligible for bursaries for vulnerable groups.

Both elements of the bursary (Vulnerable Groups Bursary and Discretionary Bursary) will be targeted towards learners facing financial barriers to participation in post-16 studies.

Please note, however, that students meeting the criteria will not automatically qualify for the Vulnerable Groups Bursary or Discretionary Bursary if, for example, their financial needs are already met and/or they have no relevant costs or their financial needs are limited.

Category A	Category B
<p>Vulnerable Bursary</p> <p>Vulnerable learners in the following groups</p> <p>In or recently left LA Care            In receipt of Income Support or Universal Credit because you are financially supporting yourself            You get Disability Living Allowance in your name and either employment and support allowance or universal credit            You get Personal Independence Payment in your name and either ESA or Universal Credit</p>	<p>Discretionary Bursary</p> <p>Annual household income is below £30,810</p>
<p>Evidence of above benefits will need to be supplied</p>	<p>Evidence of household income will need to be supplied i.e. 3 months wage slips and/or benefits award letter</p>
<p>Bursary awarded: Financial needs assessment will be carried out to confirm actual financial need and amount of support required. An award letter will be issued confirming the amount awarded.</p>	<p>Bursary awarded: Financial needs assessment will be carried out to confirm actual financial need and amount of support required. An award letter will be issued confirming the amount awarded.</p>

<p>The bursary may be given in two forms — "in kind" looking at travel, food and course needs or as a monthly payment (this payment will be subject to appropriate attendance and behaviour criteria).</p>	<p>The bursary may be given in two forms — "in kind" looking at travel, food and course needs or as a monthly payment (this payment will be subject to appropriate attendance and behaviour criteria).</p>
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## 5. USE OF BURSARY FUNDS

For eligible learners, bursaries can be used to help pay for the costs related to participation, and can be in-kind or monetary. [Everyone Matters Schools Trust commented that the following activity would support the participation of vulnerable groups and those facing financial hardship]:

- Personal Protective Equipment (PPE), where required and not supplied by the provider.
- Travel to and from school or placements.
- Meals – to the value of a free school meal. If eligible for free school meals then no funding will be available.
- Materials including stationary and educational resources.
- Text books – to be purchased by the school.
- Fee/travel to University open day visits – for students only.
- School field visits where these relate directly to the course – subject to funds available. Extra curricular trips cannot be funded
- Professional membership fees where these relate directly to the course.
- Sport Activities where these relate directly to the course.

## 6. APPLICATION PROCESS

For all categories of Bursary an Application Form is required. This should be submitted by the young person, or by an advocate within 4 weeks of starting Sixth Form. All appropriate evidence must be supplied as detailed. (without this evidence the claim will not be processed).

Financial needs assessment will be carried out to confirm actual financial need and amount of support required. An award letter will be issued confirming the amount of the bursary and the payment conditions.

Applications will be accepted throughout the year (particularly if your financial circumstances change), but we cannot guarantee that funds will still be available.

## 7. ADMINISTRATION COSTS

The college will claim 5% of the bursary fund allocation to cover the administration costs relating to the 16 to 19 bursary fund.

## 8. CONDITIONS OF RECEIVING BURSARY FUNDING

- 8.1 The school may purchase books or equipment, such as a laptop or internet dongle, that is necessary for a student to complete their study programme with bursary funds.

8.2 In accordance to the 16-19 Bursary Fund Guide: 2024-2025 academic year point 7.3 the school may specify the student must return it once they have completed their study programme so it can be used again by another student where appropriate. The school will notify the student if this is to be the case and the equipment must be returned to the school when the student leaves.

If keeping equipment at school is the best way of ensuring this happens, the school have the right to set this as a condition.

## **9. IN ORDER TO RECEIVE BURSARY FUNDING STUDENTS MUST**

- Maintain attendance expectation of above 90% per half term. Any medical absence must be supported with a doctors note.
- Meet punctuality and behaviour expectations as detailed within the Sixth Form Handbook.
- To meet and maintain RHS Learning and Engagement Descriptors at Level 2 across all subjects per half term
- To arrive at lessons on time, prepared and fully equipped.
- To behave in a manner befitting serious students and to do nothing that will interfere with the work of others.
- To respect all the facilities provided in the Sixth Form, abiding by the guidelines displayed throughout the building.
- To recognise the ICT facilities are provided to support academic study and misuse of these facilities will not be accepted.
- To refrain from consuming alcohol or any illegal substance on or close to the School/Sixth Form site.
- To refrain from smoking anywhere on or close by to the School/Sixth Form site.

## **10. DATA STORAGE AND PROTECTION**

In accordance with the General Data Protection Regulations, personal information collected through the bursary financial assessment and the bursary application forms will be used solely for the purpose of determining eligibility for the 16-19 Bursary Fund. This data will be destroyed in agreement with the Everyone Matters Schools Trust Data Protection Policy.

## **11. APPEALS PROCESS**

Should learners disagree with the outcome of either their application for a bursary award or, where a payment has been withheld due to attendance/behavior, they should follow the Everyone Matters Schools Trust complaints procedure.