



Post-16 Bursary Policy & Procedures

All post-16 institutions have been granted individual allocations (16-19 learner bursary) to support students financially. *Schools and Academies set their own criteria and expectations for administration of this scheme. In doing so they must have a clear policy covering these arrangements as well as the application and appeals process agreed by the appropriate governing committee. The following constitutes how Falmouth Sixth Form intends to deliver its bursary allocation to appropriate learners. To be eligible to receive a bursary the young person must be over 16 on 1st September and under 19 on 31st August in the academic year in which they start their programme of study. Young people must satisfy the residency criteria as defined in the EFA Funding guidance available on the EFA website. They must be participating in provision that is subject to inspection by a public body that assures quality (Ofsted) and is funded by the EFA or via a local authority. Funded or co-financed by the European Social Fund; or otherwise publicly funded leading to a qualification (up to level 3) that is accredited by Ofqual, the Skills Funding Agency or the Young People's Learning Agency.*

The 16 to 19 Bursary Fund provides financial support to help students overcome specific financial barriers to participation so they can remain in education. You can get a Bursary to help with education-related costs if you're aged between 16 and 19 years. We ask parents/carers and students to complete an application form and provide the necessary evidence in order for us to assess whether the student is eligible.

There are 2 types of 16 to 19 bursaries that you may be eligible for:

Bursary Fund (Category 1)

Falmouth Sixth Form is able to award a bursary of £1,200 per year, paid in regular intervals, to any student which falls within the set eligibility criteria below:

- Currently in / have recently left local authority care
- Students claiming Income Support, Universal Credit, Employment Support Allowance (ESA), Disability Living Allowance (DLA) or Personal Independence Payment (PIP)
- The student is registered as a Young Carer

Bursary Fund (Category 2)

Falmouth Sixth Form is able to provide **discretionary** bursary payments to students aged 16 to 19 who fall within set eligibility criteria below:

- Gross household income of £50,000 or less a year (inclusive of pensions) *
- Parent/carer is in receipt of Universal Credit / Employment and Support Allowance
- Parent/carer is in receipt of NHS Low Income Scheme Card
- Parent/carer is in receipt of Tax Credits (less than £50,000 per year)*

*Gross household incomes up to £40,000 per year, Falmouth Sixth Form can reimburse 100% of the amount.

*Gross household incomes up to £45,000 per year, Falmouth Sixth Form will reimburse 75% of the amount.

*Gross household incomes up to £50,000 per year, Falmouth Sixth Form will reimburse 50% of the amount.

May get help with things like:

- A laptop
- Course equipment, books, text books and stationery
- Contributions towards educational trips/visits

All students must meet the attendance expectations outlined in the Falmouth Sixth Form attendance policy, maintaining 96% attendance across lessons and tutor times and must have their own bank account for payments to be made into. **To claim for a category 1 or 2 bursary, your application form must be accompanied with the correct supporting evidence.** (please see FAQ for details)

Frequently asked questions

What evidence can I provide?

Every application has to be accompanied by supporting evidence. This can be written evidence of entitlement to:

- Employment Support Allowance
- Universal Credit
- Working Tax Credits
- Income Support

Or evidence of income

- P60 - current
- Tax assessment – current
- Trading accounts
- 3 months of payslips

Payments for purchases are made via BACS once approved. *All Bursaries are paid at the discretion of the Head of Falmouth Sixth Form and are only given in full if both attendance and engagement are of a high standard. Applicants have to apply every new academic year due to possible changed circumstances.*

What about Free School Meals?

Students & parents/carers are required to claim directly from Cornwall Council for Free School Meals and NHS for LIS cards.

During the academic year my financial circumstances have changed. What can I do?

If your household financial circumstances change during the academic year, please let the Sixth Form Administrator know by emailing sixthform@falmouthschool.co.uk and a reassessment of your bursary may be made at the discretion of the Head of Sixth Form. **Supporting evidence will have to be provided**

I want to use my bursary towards travel costs. How do I go about this?

If you are in receipt of the bursary, this can be used towards your travel costs. You will need to keep travel receipts and hand them to the sixth form administrator.

How much will I receive?

This is dependent on your circumstances and the discretion of the Head of Falmouth Sixth Form. Bursaries are not automatically awarded to everyone.

I have been informed that a sanction has been made against my bursary and I disagree with this decision. What can I do?

Every term your tutor and teachers will be asked if you are fully engaging with your course and whether your attendance has been consistent. If one or both of these criteria are not met then a sanction may be made against your bursary and you will be advised in writing by the Sixth Form Administrator to your sixth form email address.

Appeals Procedure

The Bursary Panel will make every effort to deal with applications fairly. Should, however, circumstances have altered significantly since completing an application form or students are unhappy with the amount awarded, they can appeal, providing new or additional evidence. Appeals will be in writing and sent to the sixth form administrator. The Head of Sixth Form will reconsider such cases. If it is felt that it is not possible to increase any award that has been made, students will be informed in writing. Their decision will be final and you will be informed in writing of its outcome.

Any appeals about the decision for non-payment must be in writing and must be given to your Sixth Form Administrator within 3 working days of the letter informing you that a payment will not be made. The letter of appeal must state why you want to challenge the decision not to make a payment and you must supply supporting evidence. You will then receive a written reply when full investigations are complete. **If your appeal is successful, arrangements will be made for the back payment of your allowance.** If you remain dissatisfied with the decision you have a further right to appeal to the Head of Sixth Form. This final appeal must be made within 3 days of the reply to your original appeal. The Head of Sixth Form's reply will be within 10 days of receipt of the final appeal. This decision is final and binding.