



THE NORTON
KNATCHBULL
SCHOOL

16-19 Bursary Policy

Reviewed by	CFO & HT
Equalities Impact Assessment*	8 th December 2023 Val Martin
Approved by the Board of Governors	18 th December 2023
Date of Review	January 2027

**The purpose of an Equality Impact Assessment (EIA) is to ensure that policies, functions, plans or decisions do not create unnecessary barriers for people protected under the Equality Act 2010. Where negative impacts are identified these should be eliminated or minimised, and opportunities for positive impact should be maximised. EIA assessments are completed for policies reviewed on or after 30th October 2023 and are appended to the policy*

1.0 Introduction

1.1 A key priority for the Government is to close the gap in attainment between those from less well-off and more affluent backgrounds, and to ensure every young person participates in and benefits from a place in 16 to 19 education or training.

1.2 The 16-19 Bursary is designed to support young people aged 16-19 to continue in education, and to remove barriers to participation that they may face, for example help with the cost of transport, meals in school, books and equipment. All beneficiaries of this fund will need to meet eligibility criteria and conditions as laid out by The Norton Knatchbull School (NKS). Failure to do so will result in bursaries not being awarded or withdrawn. Bursary funds should not be used to displace other types of support available to young people e.g. childcare costs should not be covered that can be covered via Care to Learn, or Transport costs that are met by the Local Authority.

1.3 The Norton Knatchbull School receives a Bursary Fund Allocation each year. The aim of this policy is to distribute the total of the fund as fairly as possible between learners in accordance with the guidance issued by the ESFA.

1.4 At the beginning of the academic year, NKS will encourage young people to apply for bursaries. The school will assess the needs of individual students when awarding bursary funding. A bursary will only be awarded to a student who is eligible and facing genuine financial barriers to participation. NKS will hold back funds to support in-year applications.

2.0 Eligibility

2.1 To be eligible to receive a 16-19 Bursary, the student must be aged 16 or over and under 19 on 31 August and undertaking courses within Key Stage 5.

2.2 Students must also satisfy the residency criteria set out in the *ESFA Funding Guidance. (A person on 1 September who is settled in the UK and has been ordinarily resident in the UK and Islands for the three years preceding the 1 September.) If students are in any doubt, they should speak with the Head of Sixth Form.

3.0 Participation

3.1 Payment of bursaries will be conditional upon a range of factors. This will include regular attendance and an expectation of satisfactory behaviour and completion of coursework. This will be assessed on an ongoing basis.

3.2 All young people will be expected to maintain a minimum level of attendance and will be monitored regularly. We will make payments covering days attended, any absent days will be reflected in the bursary payment.

3.3 To receive bursary payments, students must have above 90% attendance, with behaviour and effort satisfactory or better. Students must attend all timetabled lessons (unless absence agreed

in advance by the Sixth Form Team) and should avoid late marks at the start of the day or for individual lessons.

3.4 The bursary awarded must be used for specific educational purposes, which include, but are not limited to:

- Transport (bus pass, other public transport costs, or mileage for car drivers)
- Examination re-sit fees
- Meals
- Uniform as described in the school's Uniform Policy and Sixth Form Dress Code (students who fail to comply with the policy and have claimed bursary assistance for clothing purposes should expect to have their payments reassessed).
- Equipment, books and materials required in order to assist with completion of the course may be purchased on behalf of students upon request
- Educational visits or work-related activities that are related to the applicants' programme of study
- Attendance at university interviews and open days
- Other expenses approved by NKS that support attendance and participation

4.0 Bursaries for the Most Vulnerable Learners – High Priority Group

4.1 NKS will consider a bursary of up to £1,200 to learners in the following categories:

- Students in care, including those placed with a foster carer by the Local Authority
- Care leavers
- Students in receipt of Income Support or Universal Credit because they are financially supporting themselves, or financially supporting themselves and anyone who is dependent on them and living with them such as a child or partner
- Students in receipt of 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.

4.2 The definition of a Care Leaver is according to the Children (Leaving Care) Act 2000.

5.0 Discretionary Bursaries

5.1 Students can apply for a Discretionary Bursary which must be used for specific educational purposes. To be considered for a Discretionary Bursary, an applicant must have a total annual household income of no more than £30,000. An application form must be completed and supporting evidence provided to the school as part of the application process.

5.2 The value of the award will be dependent on the student's assessed need. It is expected that the Discretionary Bursary awards will be up to £1200 for the academic year. However, where the use of public transport is essential in order to attend NKS, and/or where the student will incur specific one-off costs as part of their course, this will be considered.

5.3 NKS will consider emergency support for all students who face exceptional circumstances which impact on their ability to participate.

6.0 Application Process

6.1 All new applications must be made in writing on the school's application form, signed and dated by the applicant. Early applications are encouraged to facilitate prompt receipt of bursary funds.

6.2 Applicants will be required to provide evidence to verify their eligibility by proving the household income. All the necessary requirements are listed on the application form.

6.3 To reapply for a Bursary award in their second year, a student should complete another application form and confirm that their household income and circumstances have not changed.

7.0 Assessment

7.1 Applications will be assessed by the school's Head of Sixth Form in accordance with this policy and ESFA guidance in conjunction with the Finance department.

7.2 Applicants should give a detailed list of the type of expenses applied for, eg. travel, uniform, travel card, etc. This will be used to make decisions on the level of bursary awarded.

7.3 Documentary evidence to support applications will be checked and copies retained by the school for audit purposes. The evidence will be held in strict confidence.

7.4 The application will be assessed and, if successful, the value of this award will be dependent on the students' need. The student will be notified of the amount awarded for the academic year.

7.5 If a student's situation changes during the year, they must notify the school of these changes in order to reassess their eligibility.

8.0 Payments

8.1 Once awarded, approved claims will be paid monthly by BACS during term time into the student's own bank account or in three instalments. Students will need to ensure that they have a bank account in their own name and provide this on the application form.

8.2 Students may be reimbursed for necessary items purchased (if the school is unable to purchase on their behalf). Receipts or evidence of purchase (eg. a bus pass) for high value items may be required for reimbursement.

8.3 Where possible, necessary items will be provided / purchased by the school for students in-kind. The cost will be deducted from their bursary funds.

8.4 Any benefits in kind are the property of NKS. If they can be re-used for other learners, the student may be required to hand them back to the school at the end of their course.

8.5 All discretionary payments are subject to availability of funds. The level of award will vary from student to student, being subject to both need and the availability of discretionary funds.

9.0 Appeals

9.1 Applicants may appeal in writing against the decision to the Headteacher. Appeals will be determined by the Headteacher. If the decision of the appeals panel fails to resolve the issue, then applicants should follow the Complaints procedure

10.0 Equal Opportunities

11.1 All aspects of the applications process and associated decisions will be managed with due regard to equal opportunities legislation.



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NKS Equality impact assessment

THIS POLICY WILL AFFECT

Add/delete groups:

- Pupils
- Parents

EIA completed by:

Val Martin, CFO

Contributors to EIA:

There no additional contributors

Date completed:

8th December 2023

Impact analysis

GROUP	POSITIVE IMPACT	NEUTRAL IMPACT	NEGATIVE IMPACT	WHY WILL THE POLICY HAVE THIS EFFECT?
• Sex		✓		
• Race		✓		
• Religion or belief		✓		
• Sexual orientation		✓		
• Gender reassignment		✓		
• Pregnancy or maternity		✓		
• Age		✓		
• Disability		✓		
• Marriage or civil partnership		✓		

GROUP	POSITIVE IMPACT	NEUTRAL IMPACT	NEGATIVE IMPACT	WHY WILL THE POLICY HAVE THIS EFFECT?
<p>You could also add non-protected characteristics that have a specific impact in your school, e.g.:</p> <ul style="list-style-type: none"> English as an additional language Looked-after children Families with separated parents 	✓			<p>Positive impact for student who qualify for 16-19 bursary funding, allowing participation on school trips and access to equipment they might not otherwise be able to obtain.</p>

INTERSECTIONAL IMPACT
None

Outcomes

CONSULTATION AND STAKEHOLDER ENGAGEMENT
No consultation is required
FINAL DECISION ON POLICY

CONSULTATION AND STAKEHOLDER ENGAGEMENT

No changes to the policy required as a result of the EIA

Monitoring arrangements

MONITORING ARRANGEMENTS

Monitored when the policy is reviewed.