

16-19 Bursary Funding

The 16 to 19 Bursary Fund provides financial support to help students overcome specific financial barriers so they can remain in education. It is there to provide eligible students with discretionary one-off payments or monthly payments to support their studies, for example to buy course books, visit to university open days or to buy uniform.

Schools are free to determine the assessment for eligibility for the discretionary bursary and to decide how often payments are made to students. To be eligible the student must be aged between 16 to 19 on 31st August 2021 and registered on a full-time further education course in 2021/2022 academic year. Students must also meet the residency criteria in [ESFA funding regulations](#).

Hanson has funding for sixth form students who are in receipt of free school meals, these students will automatically receive a payment. As they are already known to school, they still need to complete an application form but school does not need any additional income checks. The amount of funding each school receives is allocated by the Government.

Each academic year students will be required to complete an application form (the deadline date is **Monday 27th September 2021**, applications received after this date will be considered but will not be backdated). As payment eligibility is based on household income parents'/carers' need to provide appropriate supporting evidence (see application form).

During the claim period if there are any changes to the household income, e.g. loss of a job, becoming a one parent family, etc., then the appropriate evidence must be brought in. Owing to this, payments may vary during the course of the academic year as new students claim payments and others stop claiming. Receipts are required to show the payments are being used in relation to educational needs. The amount of the bursary payments received are as 'a contribution towards' costs involved. All payments are paid a month in arrears into a bank account which **must** be in the **student's own name**.

Payments are also dependent upon a student following the Sixth Form Code (good attendance and behaviour) and acting as a role model for younger students. All payments are at the discretion of the Sixth Form team.

Fraud is taken very seriously and therefore any false claims for money will be investigated.

The Bursary scheme is made up of two parts:

1. A payment of £1,200 to a small group of the most **vulnerable** students

Vulnerable Bursary, defined as the following categories:

- You are living in care / a recent care leaver
- You are receiving Income Support (or Universal Credit) in your own name.
- You are disabled and receiving both Disability Living Allowance or Personal Independence Payments in your own name **and either** Employment Support Allowance (ESA) **or** Universal Credit in your own name.

Payments will be paid at the end of each half term, subject to satisfactory attendance, behaviour and progress.

2. A **Discretionary** payment awarded to students with a successful application.

Discretionary Bursary

- Awarded to students in receipt of free school meals **OR** if total household income is less than £25,000 and the student provides an indication of how the funds are to be spent.

Payment will be paid at the end of each half term, subject to satisfactory attendance behaviour and progress.

If you think you are eligible to apply for the 16-19 Bursary, please collect an application pack from the Sixth Form Office (209). The deadline for applications to be returned is **27th September**. We may accept applications after this date, but payments will not be backdated.

STUDENT HELP SHEET

1. How to claim the Bursary:

- Hand in a completed application form by 27th September 2021.
- At the end of every half term your attendance will be checked, including **all** session attendance, registrations and tutorials for the *previous half term*.
- If you have satisfied the attendance requirements, the Bursary payment will be paid directly into your pre-agreed bank account half termly in arrears.

2. If you are going to be absent from school:

- Let a member of the sixth form team know first thing each morning. If you have a medical appointment during school time, you must bring in your appointment card or letter, otherwise your bursary payment will be affected that half term.
- **IF YOU ARE ABSENT FROM SCHOOL FOR MORE THAN 1 DAY IN A WEEK, YOUR BURSARY PAYMENT WILL NOT BE PAID FOR THAT WEEK IN QUESTION.**

3. If you are ill and need to leave school early:

- Let a member of Sixth Form team know before you leave.

4. What happens if you don't receive your Bursary payment:

- If your payment has been stopped, a member of the Sixth Form team will contact you via letter or text to your parents to inform you of the reason.

5. What to do if you disagree with the decision to stop a Bursary payment:

- If you do not agree with the decision to stop payment, you must speak to the Head of Sixth Form.

If a student has not queried a 'non-payment' within 4 weeks of the decision, then the decision cannot be changed.

Application forms are available from outside the Sixth Form Office (209). Proof of household income (or income-based benefits) will be required. Receipts are required for items purchased that are being claimed.

Sixth Form Attendance Policy

Hanson School Sixth Form acknowledges the essential role that good school attendance plays in academic and personal development for Post 16 students. Hanson promotes a positive and proactive approach towards this issue.

Roles and Responsibilities

Students - Students are expected to attend all lessons punctually and every registration on a daily basis. Students should make every effort to make medical/dental appointments out of school hours. The minimum attendance expected is 95%.

Parents/Carers - We encourage parents/carers to take an active interest in ensuring students attend school regularly and punctually. Parents will be informed termly of attendance/punctuality figures and will be alerted whenever problems arise.

It is most helpful if parents/carers phone school if the student is ill, leaving a message for Sixth Form.

Leave of Absence - We strongly discourage students from taking leave of absence for holidays during term time, as this can have a detrimental affect on progress. Parents/carers may request holiday in writing to Head of Sixth Form in advance and a written response from school will follow. Authorisation may be declined where attendance is unsatisfactory (below 90%).

Students whose total period of absence extends beyond four weeks without a satisfactory reason being given, will be removed from the school roll. **It is the Student's responsibility to liaise with subject staff and ensure they catch up with any missing work within set deadlines.**

Attendance Steps

The Sixth Form team will monitor attendance and punctuality weekly and will intervene where necessary, using the following system:

Step 1: If a pattern of poor attendance/punctuality is noted, a meeting will be arranged by the Student Support Leader with the student to discuss the issue. Appropriate targets will be set. The student's attendance/punctuality will then be monitored closely for two weeks. A letter will be sent home to inform parents of this step.

Step 2: If no improvement is seen within two weeks, the student will be put on daily attendance/punctuality report for a further two weeks. This will be reviewed at the end of each day by the Sixth Form team. A letter will be sent home to parents to inform them of this step.

Step 3: If attendance/punctuality remains poor, a meeting with the student, parents/carers and Head of Sixth Form. Targets will be re-set and a new contract drawn up and signed. The student's attendance/punctuality will then be monitored for two weeks. A letter will be sent home to parents to inform them of this step.

Step 4: If despite all intervention work, no improvement is evident the student will be asked to leave. A letter will be sent home to parents to inform them of this step.