

## 16-19 BURSARY POLICY, 2022-23

This policy is intended to be used by students, parents, teachers and governors to understand the Barnhill Sixth Form procedures for managing and processing all Year 12 and Year 13 Bursary payments. It serves as a detailed explanation of the process by which we award the bursary payments to students and of the criteria to apply.

The Bursary policy is shared at all times on the Sixth Form section of the school website and we proactively share the criteria and application procedure at timely opportunities with pupils and parents to raise awareness of the bursary fund. We do our utmost to ensure that all eligible pupils can and do apply. We aim to meet all of the 'good practice' stated in the GOV.UK guidance.

### 1. Introduction

**1.1.** All courses offered in the Sixth Form at Barnhill Community High School are full time courses.

**1.2.** Study time directed at home or within the study hall, work experience, enrichment and community service are all part of the school week and are counted towards a students' attendance to school.

**1.3.** To qualify for the full monthly bursary payment students at Barnhill Sixth Form are expected to achieve a minimum of 95% attendance to lessons. Should a pupil fall short of this for reasons within their control then they will be deducted payment for the week they have not attended their lessons.

**1.4.** Bursary payments will always be made where pupils may have authorised absences in a given week for illness or bereavement. See section 4.5 for more details.

**1.5.** Exam entries are dependent on student's meeting our minimum expectations of attendance to school and lessons of 95% or higher.

### 2. Eligibility for Vulnerable Students

**2.1.** The Vulnerable Student Bursary is available for the following students:

- Students who are in or recently left local authority care.
- Students who receive Income Support or Universal Credit because they are financially supporting themselves.
- Students who receive Disability Living Allowance (DLA) in their name and either Employment and Support Allowance (ESA) or Universal Credit.
- Students who receive Personal Independence Payment (PIP) in their name and either ESA or Universal Credit.

**2.2.** It is the responsibility of the student to provide the Key Stage Office with evidence that they fall into one of these categories.



**2.3.** Payments of £1,200 a year will be paid pro-rata throughout the school year at £40 per week in monthly instalments.

### 3. Eligibility for Discretionary Bursaries

**3.1.** Students who are from low-income households may be able to claim a weekly payment or a 'payment in kind' e.g. paying applicants with goods and services (books and equipment); rather than cash, for each week in which they have 100% attendance to registrations and lessons.

**3.2.** Students are encouraged to fill out a short application form to be considered eligible and provide evidence of the benefits they receive or the low-income they receive. Free School Meal (FSM) students should apply and the Sixth Form team will make sure that all Sixth Form FSM students apply early.

**3.3.** The amount of monthly payment will be determined for each applicant in late September/early October once the number of applicants for both bursaries is known and the costs the applicant's face have been detailed on their application form. The applicants will be informed of this amount in writing before the October Half Term holiday.

### 4. Authorised Attendance & Punctuality

**4.1.** 95% attendance and punctuality is required in registration and lessons.

**4.2.** The statistics on which all decisions will be based will be the computerised attendance data on SIMS for that week.

**4.3. Authorised Absences.** Authorisation will be granted for the following reasons:

- Illness, with parental authorisation (see section 4.5 for more details).
- A medical or dental appointment which cannot be arranged out of school hours.
- Caring responsibility for a close family member.
- A religious holiday.
- Participating in an extra-curricular activity which reflects a significant level of personal achievement e.g. representing the school or county at sport.
- A visit to a university to attend an open day or an interview.
- A university entrance test.
- Attending a funeral or a wedding.
- A driving test (either theory or practical)
- Exceptional personal circumstances; only at the discretion of the Key Stage team.

**4.4. Illness.** For absences due to illness, a student or parent must phone in on the Attendance Hotline (020-8839-0616) as soon as possible on the first day of absence by 08:30 at the latest to indicate a precise reason for the absence and a likely date of return. If the student does not return by that date the student must phone the Attendance Hotline again to clarify their position. Students or parents can also email Ms Fitzgerald on [cfitzgerald@barnhill.school](mailto:cfitzgerald@barnhill.school) to notify her directly of an absence or planned absence.

**4.5. Punctuality.** Students must be punctual to registration and lessons. If a student is late in the morning they must sign in with the Attendance Officer in main reception. When a



student is more than 5 minutes late to registration or lessons their teacher will give them a late mark. Two or more late marks to school or lessons in one week will result in non-payment of bursary for that week.

**4.6. Unauthorised Absences.** Unauthorised absences from school or lessons and lateness to registration or lessons will incur disciplinary sanctions and measures and will most likely result in non-payment of the bursary for that week. Absence is considered to be unauthorised unless there is a valid reason otherwise. This will be recorded on SIMS by an 'N' or an 'O'. It is the responsibility of the student to ask permission if the reason for absence is foreseen and supply appropriate evidence by bringing a note from a parent/guardian, medical appointment card etc.

## 6. Behaviour & Effort

**6.1.** A decision may be made by the Key Stage Team not to pay Bursary payments if a student is behaving inappropriately, or making insufficient effort in their school work.

**6.2.** Inappropriate behaviour affecting a student's payments will be a single serious incident or series of incidents that have been reported to or witnessed by the Key Stage team. This will be communicated to the student and will result in non-payment that week.

## 7. Payment or Non-Payment

**7.1.** The Assistant Headteacher i/c of Key Stage 5 is responsible for checking the accuracy of attendance data and making all bursary payment decisions.

**7.2.** All Bursary Payments will be made monthly to the student via electronic BACS transfer or via an 'in kind' purchase, such as the purchase of texts books or stationary. Students will be asked to complete a form giving the appropriate bank details.

**7.3.** Bursary payments will not be paid in cash, by cheque or by BACS transfer to a third party bank account and must be paid direct to the student's own bank account.

**7.4.** An overview of weekly attendance for all students will be available via Form Tutors and will be displayed during registration. Attendance queries should be directed to Ms. Fitzgerald.

**7.5.** The student is responsible for collecting evidence if they believe the SIMS attendance record is incorrect. A signed note from the appropriate teacher is required to justify an amendment to the SIMS attendance record.

## 8. Appeals

**8.1.** If a student wishes to challenge the decision regarding his or her payment then they must make a written appeal to Mr Edwards, the Assistant Headteacher i/c of Key Stage 5 [dedwards@barnhill.school](mailto:dedwards@barnhill.school) and clearly state the grounds and reasons for appeal in conjunction with this policy.

**8.2.** The Assistant Headteacher i/c of Key Stage 5's decision on all appeals is final.

