

# Bursary Policy

## Post 16

### January 2018

*Office use*

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<b>Associated documents:</b>			
<b>Links to:</b>			



# **Retford Oaks Academy 16-19 Bursary Fund Policy**

## **1. Information about the Bursary Fund**

The 16-19 Bursary Fund is a scheme to help young people facing financial hardship to stay in full-time education.

All awards are conditional on a good attendance record, appropriate effort and behaviour and satisfactory completion of work.

Students who fall into the vulnerable category and are in receipt of the £1200 bursary may apply to the Centre for a top up.

## **2. Eligibility criteria**

If you are in one of the following categories, you may receive a bursary of up to £1,200 for the year:

- Students in care
- Care leavers
- Students receiving income support
- Students receiving both Employment Support Allowance and Disability Living Allowance

Other students who need financial support to assist with educational visits and other course related costs may also be able to claim a bursary.

## **3. How will it be awarded?**

Some of the bursary will be used to meet course related expenses.

In the first instance the funds will be provided to support individuals with transport costs to the Post 16 Centre, educational visits, revision text books and other subject related expenses. A meals allowance can also be considered.

- Money will be paid to students to reimburse transport fares. Other expenses such as visits and revision books will be paid for directly from the fund.

## **4. Year 12 Students**

At Retford Oaks, eligibility for an award from the Bursary Fund will be assessed primarily through eligibility for free school meals and entitlement to other means tested benefits.

## **5. Year 13 Students**

Year 13 students who successfully applied for the bursary in Year 12 may also be eligible in Year 13 and they can apply again using the Bursary application form.

## **6. The Process**

Retford Oaks has been allocated a fixed amount of money. At the start of the academic year students will be asked to complete and return an application form. Application forms will be checked against the criteria.

**If for any reason a student's circumstances change during the year they can submit a late application for consideration.**

## **7. Appeals**

If an application is turned down and you wish to appeal against the decision you should write to the Miss Murphy explaining your case. The appeal will be considered by a panel of Retford Oaks Governors.

## **8. Complaints Process**

If you feel you have been treated unfairly students can make use of the School's complaints process. This is detailed on Retford Oaks Website.

## **9. Definitions**

Good attendance: 95% (unless there are extenuating circumstances).  
Appropriate effort: grades 1 or 2 in the majority of subjects.  
Homework and coursework completed by deadlines.

## **10. Timeline**

Early September Application forms issued to students.  
Application forms to be returned completed within two weeks from date of issue.  
The decision on eligibility, to be made by Retford Oaks within two weeks from receipt of claim.

**Payments are issued in arrears on a half termly basis by BACs.**