



## Purpose of the Fund

The purpose of the 16-19 Bursary Fund is to provide financial help to learners who are facing financial barriers to participate fully in their studies. Biddulph High School is able to make Bursary Fund allocations based on the needs of individual students, taking into account their individual circumstances.

## Allocation

The school will receive an annual allocation from the Education and Skills Funding Agency (ESFA). For this academic year the allocation is £7248. The school cannot subsidise the bursary from other revenue streams.

## Criteria for Allocation

The money can only be allocated to students on an individual basis against the criteria set out below. Students must be aged 16, 17 or 18 when commencing studies within the Sixth Form and meet the criteria as indicated below.

### Criteria One

Students will be entitled to apply for a full Bursary Fund Allocation of £800 which will be paid over the academic year; September until June at an amount of £80 per month. To qualify for Criteria 1, students will need to provide documentary evidence (photocopies are acceptable) to Biddulph High School that they are one of the following:

- In receipt of Universal Credit in the student name
- A care leaver
- In care
- A disabled student in receipt of both Employment Support Allowance and Disability Living Allowance.

### Criteria Two

Students who have financial barriers affecting participation in their studies may apply for assistance towards the cost of transport, books and equipment. Such students will be entitled to apply for a bursary of £10 per week if both of the following apply:

- Not eligible for Criteria One
- Students were in receipt of Free School Meals.

## Administration

- Applications will be accepted at any time during the academic year.
- The applicant must sign the Contract agreeing to the terms and conditions of payment.
- Monitoring will begin on the first Monday after which the signed contract has been received.
- There will be no retrospective payments made.
- Payment for all criteria will be paid directly into your bank account.
- Bank accounts to which payments are made **must be in the student's name**.

## Monitoring and Evaluation

Post-16 Support and Administration will be responsible for maintaining records and reporting in accordance with the requirements of the ESFA. The 16-19 Bursary Fund Policy will be reviewed on an annual basis by Biddulph High School in accordance with ESFA funding and guidance.

All payments are at the discretion of Biddulph High School and subject to students meeting certain requirements.

Payment for Criteria Two will be based upon:

- Your attendance at school and lessons; confirmation of this will be via the Lesson Monitoring system.
- Meeting the targets or objectives of the 'Bursary Funding Contract 2023-24'.

Failure to meet any of the requirements will result in adjustments to your payment.

- For Criteria Two where the requirements are not met, funding will not be paid for that week.

## Appeals

---

Applicants should be aware that the funding available is limited. Biddulph High School will consider all applications received but reserve the right to award funding as appropriate.

Any appeal must be made in writing to Biddulph High School. The grounds of appeal must be stated and any supporting evidence must be provided. After receipt of the appeal the matter will be discussed with the student and the decision upheld or overturned.