



THE JOHN FISHER SCHOOL
FOUNDED 1929

Sixth Form Bursary Policy



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1. Introduction

This bursary policy sets out the school's policy and procedures at The John Fisher School.

The Government's 16-19 Bursary aims to help the poorest students continue their education. Bursaries have replaced the former scheme of the Education Maintenance Allowances. In some cases, the John Fisher School is able to offer bursaries to students suffering financial hardship as a result of their continued education in Y12 and Y13.

The 16 to 19 Bursary Fund at the John Fisher School is provided by the Government to pass on to students who need financial help to stay in education. The funding must only be used to support with direct costs incurred which enable them to participate in their 16-18 studies. This includes but is not limited to subject-specialist equipment, resources, books, travel and any core-curriculum visits.

Any funding will only be awarded based upon an assessment of the individual's needs. The John Fisher School reserves the right to make payments in kind, in place of monetary advances. Please note that there is a possibility of no award or a limited award, even if a student meets the eligibility criteria. All final decisions are made on an assessment of need, rather than eligibility.

There are two types of 16 to 19 bursaries:

2. Bursary for Students in Vulnerable Groups

This award, of up to £1,200, is for students with a financial need, who are in the following defined vulnerable groups:

- a. Currently in care,
- b. Care leavers (been in care for at least 13 weeks after age of 14)
- c. Young people in receipt of income support or Universal Credit in their own right
- d. Disabled young people in receipt of Employment Support Allowance who are also in receipt of Disability Living Allowance
- e. Students currently in receipt of Personal Independence Payments, and either ESA (Employment and Support Allowance) or Universal Credit in their own right.

3. Discretionary Bursary Awards

The John Fisher School may make discretionary bursary awards to students to help them overcome the individual barriers to participation that they may face, as a result of financial hardship.

As the discretionary bursary is targeted at those students who most need financial help, the John Fisher School will use household income to assess the level of financial support



awarded to each student.

Level of need will be determined as follows:

Level 1 – Free School Meal eligibility with annual household income of £16,190 or less

Free lunches will be provided. Up to 100% contributions will be granted to cover the cost of all core curriculum expenses. This would include uniform costs. Only in exceptional circumstances would awards of £800 or more be granted.

Level 2 – annual house-hold income of £20,000 or less

Up to 75% contributions will be granted to cover the cost of all core curriculum expenses. This would include uniform costs. Only in exceptional circumstances would awards of £600 or more be granted.

Level 3 – annual family income of £25,000 or less

Up to 50% contributions will be granted to cover the cost of all core curriculum expenses. This would include uniform costs. Only in exceptional circumstances would awards of £400 or more be granted.

The policy below will exist for one year only and will be reviewed, considering:

- changes in the level of our allocation
- changes in Education Funding Agency (EFA) guidance
- our experience in implementing each year's policy.

The John Fisher School discretionary 16-19 Bursary allocation for 2024-25 is £13,126. As permitted, up to 5% of this amount will be used for administering the scheme. Student Support through the 16-19 Bursary must be for Learning Purposes and to enable students to continue in education.

4. Discretionary Bursary Eligibility:

To be eligible to receive a Bursary the student must be aged 16 or over and under 19 on 1st September 2024. They must also satisfy the Education Funding Agency residency criteria. To continue to receive a bursary the student must satisfy the following conditions:

- Students must be able to demonstrate an attendance of 95% or over a consecutive period of two-terms in the previous academic year. All absences, including those authorized, will be considered with the exception of Study Leave, Approved Educational Activities and Work Experience. The school reserves the right to make exceptions for students whose attendance was impacted by exceptionally mitigating circumstances.
- The student must also have at least 95% attendance for the academic year, at the time of application.
- The student must have an exemplary conduct record and no incidents of Sixth Form misconduct at any point.
- Students must undertake sufficient courses to cover at least 37 taught periods per fortnight at the John Fisher School Sixth Form.



5. Supporting Evidence:

In order to process a request for funding, proof of income will be requested to support the application, such as:

- the latest 3 months' worth of payslips or bank account statements from all financially active members of the household
- a letter and/or statement from the Department of Work and Pensions showing receipt of benefits in last three months
- the latest P60 for all financially active members of the household
- a Tax Credit Award Notice

Please note that by signing the bursary application form, the applicant and their parents/carers are confirming that the evidence they have provided is correct and complete to the best of their knowledge. Giving false and/or misleading information which leads to incorrect and/or overpayment may result in future payments being stopped and any incorrect funds being recovered. The deliberate supply of false and/or fraudulent evidence may result in the applicant and/or their family facing police prosecution.

6. Application Process:

In the first instance, eligible Students should apply for a 16-19 Bursary using the "The John Fisher School 16-19 Bursary Application Form" available on the Sixth Form website. Applications may be made at any time in the school year. Awards will be made at the start of the following term, providing they are submitted no later than the final day of the Half-Term break in the preceding term.

Completed application forms along with documentary evidence should be handed to the Sixth Form Administrator in a sealed envelope clearly marked "16-19 Bursary Application". The 16-19 Bursary Awards Panel will assess the applications in the second Half-Term and make a final decision. Applicants will be informed of the outcome of their application as soon as possible after the panel has met.

All applications will be treated confidentially, and will only be viewed by the Bursary Panel and Sixth Form Administrator. The panel will comprise a member of the Finance Team and Sixth Form Leadership Team, and a governor where available. In most cases this will be the Business Manager and Director of Sixth Form. All applications will be treated confidentially, however will be stored securely along with the supporting evidence for audit purposes.

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