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Section 1: Introduction

Rigby Hall School receives an annual allocation of 16-19 Bursary Funds from the Education and Skills Funding Agency (ESFA) to assist young people who face the greatest barriers to continuing in education or training post 16. Students aged between 16 and 19 years old and who think they might struggle with the costs for full-time education or training may receive a bursary.

Rigby Hall School operates the scheme in compliance with the ESFA's '16-19 Bursary Fund – Guide for 2020/21 and this policy sets out our approach to the use of the Bursary Fund in 2020/21.

Section 2: Student Eligibility

The 16-19 Bursary has two elements:

- Students in the '**vulnerable group**' as defined by the ESFA (i.e. young people in care, care leavers, young people in receipt of income support or Universal Credit, young people in receipt of Employment Support Allowance or Universal Credit and also in receipt of Disability Living Allowance or Personal Independence Payments) who have a financial need may be eligible to receive a **Vulnerable Bursary Award** of up to £1,200 per year.
- We will then make individual **Discretionary Bursary Awards** that best fit the needs and circumstances of our students. Bursary awards will be targeted towards students facing financial barriers to participation and achievement, such as the costs of transport, meals, books or equipment etc. The funding for Discretionary Bursary Awards is managed by Rigby Hall School at our discretion. We will assess each student's need for financial support before determining whether to and how much to award for a Discretionary Bursary

To be considered to receive a bursary students must:

- Be aged over 16 and under 19 on 31 August in the academic year in which they start their course.
- Be on a means-tested benefit, or living with parents who are dependent on a means-tested benefit (we will use eligibility for Free School Meals in the first instance), be in financial hardship or in the 'vulnerable group' as defined by the ESFA above.



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Section 3: Application and Assessment Procedure

Please use the Rigby Hall School 16-19 Bursary Fund Application Form.

Students applying for the **Vulnerable Bursary Award** will be asked to provide evidence that demonstrates they meet the eligibility criteria set out above to receive an award of up to £1200 p.a. if in financial need. The application will be forwarded to the ESFA and you will be informed when we receive confirmation of payment

Students applying for a **Discretionary Bursary Award** will be asked to provide evidence that demonstrates they or their parents/carers are in receipt of a means- tested benefit or are in financial hardship. We will use our discretion to make awards to students in ways that best fit their needs and circumstances.

Priority for these discretionary awards will be given in the first instance to those students eligible for **Free School Meals**.

We will let you know the outcome of the assessment of your application by letter.

Please note: the Bursary Fund is a limited amount of money and will be distributed according to need in the fairest way possible. The value of any Discretionary Awards will depend on the total demand on the Fund.

Section 4: Payments

Vulnerable Group Bursary Awards

This will be paid at appropriate intervals.

Discretionary Bursary Awards:

Those eligible for the discretionary award will be paid at appropriate intervals. The value of the award will be at the school's discretion and will be dependent upon numbers of students applying.

Payment of any Bursary will be conditional on the student maintaining high standards of attendance (90%), achievement and punctuality.

To receive bursary payments the student must normally have a bank account in their own name that will accept BACS payments (it is not possible to make BACS payments into a post office account). If they do not have a bank account, they will need to apply to open one.

Payment of a Discretionary Bursary depends on the amount of funds the school is allocated. Any Bursary awarded to students whilst they are on a course does not guarantee support for future years.

If students leave school then all payments will stop.

Section 5: Appeals and Complaints

If an application is unsuccessful students have the right to appeal against the decision; students may also appeal about the amount or type of award by writing to the Head teacher. Letters should clearly state why students feel the award should be reconsidered. Students may be invited to provide additional information or invited to discuss individual circumstances as part of the appeal.



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