



Thomas Alleyne's High School

16 – 19 Discretionary Bursary Fund Policy

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| Approved by | |
| Managing and Resources April 2024 | |
| Date of next review | April 2025 |

1. What is the Discretionary Bursary Fund?

Thomas Alleyne's intention is that all pupils, irrespective of their background or the challenges they face, make good progress and achieve high attainment in their post-16 education.

The Discretionary Bursary Fund is funded by ESFA (Education & skills Funding Agency) and is designed to limit financial constraints and barriers for students aged 16-19 years, to access Sixth Form studies. The bursary fund can be used to provide financial assistance with essential study costs.

You can bid for funding for any of the areas stated below:

- *transport to and from school*
- *purchase equipment, stationery, textbooks, resources, materials for your course/s*
- *electronic equipment, such as laptops**
- *participate in a visit/ field trip/ trip which forms an integral part of your course*
- *to purchase clothing to adhere to our dress code*
- *to purchase lunch from the school canteen*
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**Please note that any electronic equipment purchased by the fund must be returned at the end of the study programme.*

The bursary fund cannot be used to support non related educational costs – such as extra-curricular activities, learning support or external provisions i.e. – counselling.

2. Who is eligible?

If your parental income is **below £27,000** per annum, you are a full time student **and** you are fulfilling the Thomas Alleyne's Sixth Form Learning Agreement you may be eligible for funding from the Discretionary Bursary Fund. You can also apply if you are considered to be a carer for another person.

Any student who would have been classified as a pupil premium student automatically qualifies for the DBF.

3. How much funding is available and when can I apply?

If you qualify you will be able to apply for funding up to a maximum of £400 during the 2023-2024 academic year. You can apply for funding at any point throughout the year.

Up to £75 will be allocated to each subject a student studies for the department to decide what resources will aid the students learning. If a student is studying a BTEC course £75 will be awarded for each A-level equivalence. Students can use the remaining funding towards transport costs, purchasing additional course texts, software, revision guides etc. or towards course supporting trips or uniform.

Bursary Funding

| <u>Eligible Costs</u> | <u>Award</u> | <u>Paid by</u> |
|--|---|---|
| Travel For students at least 3 miles from the school. | A maximum award of £3 per day | Half-Termly into bank account. |
| Books (compulsory books only) | Up to a maximum of £200 per student. | Reimbursement to student or payment to department. |
| Meals | Up to a maximum of £2.25 per day. | Reimbursement to Entrust Catering. |
| Enhanced DBS Check For Health and Social Care, Child Care, CACHE courses and Work Experience | One-off award of £49. | Reimbursement to student or payment to department. |
| Equipment/Materials/Uniform Support for specialist compulsory equipment/uniform required. | Materials / Uniform – 100% Equipment - 50% of cost up to a maximum award of £150. Electronic equipment, such as laptops returned to the school at the end of the study programme – 100% | Reimbursement to student or payment to department. |
| Compulsory Educational Visits costing £100 and over (not payable for university visits) | Full Payment if below £100, 50% if above, up to a maximum award of £100 | Reimbursement to school department. |
| Exam Re-sit Fees | Award of £20 per subject | Reimbursement to school department. |
| University Costs – to include UCAS, Travel for open days, etc. | Up to a maximum of £200 per student | Payment direct to student for reimbursement or payment to department. |

4. Payment of funds

Successful applicants must request items to purchase within the academic year. Payments will be processed on a needs basis. Please note, we cannot reimburse students for items purchased on their behalf.

Following successful applications, students are required to complete a purchase requisition (available from the finance office). These will be reviewed and qualifying items will be purchased on the student's behalf.

The sixth form budget holder will have the authorisation to approve or refuse applications in line with this policy.

5. How do I apply?

- Fill in an application form - available from the Sixth Form Office
- Provide original copies of documentation proving parental income.
- Hand in your completed application form to Mrs Walton or Mrs Griffiths (Sixth Form Office).
- You will be informed in writing within 3 working weeks whether your application has been successful or not.
- If it has not been successful and you wish to appeal in the first instance please see Mrs Walton.
- Once your application has been processed your original documentation will be available for you to collect in person from Mrs Walton.

6. How to appeal?

If you wish to appeal against the decision of your application, this will need to be sent in writing, along with any evidence to support your appeal and sent to Mrs Walton. Each appeal will be reviewed and consideration given on a case-by-case basis, in line with the published criteria, as set out in this policy.