

# NORTHALLERTON COLLEGE

## 16-19 BURSARY FUND POLICY

### MISSION STATEMENT

Together, Allertonshire School and the Northallerton and Risedale Colleges Federation are committed to enabling everyone in their communities, regardless of race, religion, gender, ability, culture, background and any other potentially divisive factor, to benefit from an entitlement to lifelong learning relevant to the 21st century. We will work together to raise standards and strive for excellence through an innovative approach to learning and by ensuring equal access and full opportunities for individual development and growth.

All students will:

- \* experience a lively curriculum, enhanced by the power of technology, planned by a well-supported, enthusiastic staff
- \* be challenged and extended, both socially and academically
- \* increasingly accept and enjoy responsibility for their own lives and learning, in a supportive environment, with appropriate individual guidance
- \* be encouraged to celebrate diversity and respect their own and other people's achievements and values

### RATIONALE:

The 16-19 Bursary Fund exists to help students continue with and complete their course where they would otherwise be prohibited from doing so on financial grounds. This funding replaces both the Education Maintenance Allowance and the discretionary Learner Support Funding for September 2011 onwards.

### PURPOSES:

The Bursary is intended to help with the individual student's needs, as a result of financial hardship. Its intent is to 'enable' a learner to continue with his or her education and should not be viewed as an incentive to attract young people into learning. Generally, awards from the Bursary will be used towards essential course related costs such as books, equipment, travel, field trips, visits and other costs associated with living and learning. Northallerton College will see to ensure that the funds available are:-

- Distributed fairly through a process which is transparent and easily understood. Information about the process for application and consideration is available on the college website [www.northallertoncollege.org.uk](http://www.northallertoncollege.org.uk)
- Assessed and allocated to each individual's need, taking into account the financial circumstances of the applicant and the intended use of the award
- Used to widen access to, and participation in, sixth form education.

16-19 Bursary Funding and the guidance concerning the administrative arrangements, priority groups for support and monitoring arrangements is issued by the Young People's Learning Agency (YPLA). This gives a broad overview of the Fund on the whole and instructs schools on the appropriate use of the funding.

*Please note: there is a limited amount of funding which means that it will not be possible to support every application and priority will be given to those students from the families with the lowest household income and/or highest demonstrated need.*

### GUIDANCE:

**The 16-19 Bursary Fund has two elements:-**

#### 1. Priority Groups

The following students will be eligible to receive a bursary of £1,200 per year, if agreed standards of behaviour and attendance are met:

- Young people who are looked after children in the care of the Local Authority or foster parents
- Care leavers
- Those young people who receive Income Support
- Disabled young people in receipt of both Employment Support Allowance and Disability Living Allowance

Attendance and behaviour standards are in Appendix 1 and align with that expected of all students attending Northallerton College.

## 2. Bursaries for other Young People

These awards will be targeted towards young people facing financial barriers to participation in the sixth form with an annual household income of £20,000 or less. Priority will be given to those young people from the families with the lowest household income. Agreed standards of behaviour and attendance should be met (see Appendix 1).

Students apart from those in the Priority Group may also apply for assistance from the Bursary Fund. However, receipt of Priority Group funding will be taken into consideration in assessing any further awards.

### Application Process

- Step 1: Students complete the appropriate assessment forms (Green for Priority Group Bursary; Pink for the Financial *Bursary*) and these should be returned to the Finance office for confirmation of eligibility
- Step 2: Application forms for the Bursary Fund should be completed and returned to the Finance office each half term.
- Step 3: Applicants will be advised as to the outcome of their applications
- Successful applicants will either have the books, equipment or other costs provided by the college or direct payment will be made to the applicant
- Students in the priority group will receive direct payments
- Unsuccessful applicants will have the right of appeal
  
- All applications will be treated in the strictest confidence

### Awards Process

Bursary awards are made for specific course related costs and/or other costs viewed as presenting a barrier to the individual learner's participation in education. The amount of each award will be assessed and disbursed on an individual, case by case basis as detailed in the individual's application form.

The college may offer bursaries in the form of non-cash 'in kind' payments where appropriate, such as travel vouchers or meal vouchers, attendance on course related college trips etc. Any equipment purchased by the school for use by an individual learner remains the property of the college and must be returned upon completion of or withdrawal from the course.

The college may also offer an award in the form of a short-term loan to help a learner bridge a temporary financial hardship where this is deemed appropriate and agreed by the learner. In this case, the college will draw up an agreement with the learner clearly stating the use of and the conditions surrounding the reimbursement arrangements which the learner should sign indicating he or she understands the conditions of the loan. The learner should be able to provide evidence that the award has been used as intended.

In line with the 'something for something' ethos, receipt of bursary payments are conditional upon a student meeting attendance and behaviour standards which are agreed in advance and set out in Appendix 1. Where the learner does not meet the agreed attendance or behaviour standards, which will be monitored on a weekly basis, the college will make every effort to advise the learner and help resolve any issues but retains the right to rescind or suspend bursary payment(s).

### Appeals Process

Should learners disagree with the outcome of either their application for a bursary award or, where a payment has been withheld due to attendance/behaviour, they should follow the college's complaints procedure (Appendix 2).

### Policy Review dates

Review Date	Changes made (Y/N)	By whom	Approved by Governors
New Policy – written July 2011		BH	

**RATIONALE:**

Governors recognise both their public accountability and the importance of responding to parental concerns swiftly and at an appropriate level, so as not to jeopardise the education of any students involved. Similarly, governors wish to hear the views of members of the public. A clear procedure for handling complaints can reduce tension and avoid the process itself being a cause for complaint.

**PURPOSES:**

1. To ensure that a consistent approach is applied and so that complainants and others involved may be aware of the procedure that will be followed.
2. To demonstrate that the college and its governors take seriously the views of parents and members of the public.
3. To provide a framework which allows all parties to have their views heard fairly.

**GUIDELINES:**

1. Every effort will be made to deal with a parental complaint as informally and promptly as possible, normally within 10 working days at the informal level.
2. The Executive/Associate Principal (Principal) or another person identified by the Principal, will, in the first instance, investigate the complaint
3. A meeting will be arranged with the Principal and/or Chair of Governors, or, if this is not possible, a letter written, to communicate the outcomes of the investigation to the complainant.
4. In the event of the parent not being satisfied with the outcome, governors will then take advice on the appropriateness of convening a hearing at which the parent and the college present their cases. The complaint then becomes formal and will be referred to the next meeting of the Governing Body. Governors will take advice from the LA on the procedure
5. Where the complaint is in connection with Curriculum including RE and Collective Worship the procedure followed will be that laid down by NYCC.
6. A complaint from a member of the public to the governors will normally be investigated by the Principal, but otherwise by governor representatives.
7. The outcome of the investigation will be reported back to the complainant, usually by letter, as quickly as the situation allows.
8. Exceptionally a complainant may be invited to meet the Chair of Governors or a small group of governors to deal with the complaint on a more informal basis.