



QUEEN ELIZABETH HIGH SCHOOL

16-19 Bursary Fund Policy

Queen Elizabeth High School 16-19 Bursary Fund is designed to help and support any student who faces financial barriers to participation in education.

Mandatory Bursary Fund Payments

A Payment of £1,200 per year will be made to:

- Young People in care
- Care Leavers
- Young people in receipt of Income Support
- Young people in receipt of Employment Support who are also in receipt of Disability Living Allowance.

Payment Method:

- Payments will be made to eligible students on a weekly basis in arrears
- The payment rate is £40 per week to a maximum of 10 weeks each term
- Payment will be by cheque each week

Bursary Payment Conditions:

- Eligible students must be under the age of 19 years on 31 August 2011
- Full attendance with the exception of authorised absences of less than 1 week

- Student performance i.e. the standard of work is at the level detailed in the Student Learning Agreement (Appendix 1)
- A completed and signed Acceptance Form must be submitted by the parent/carer or student to initiate the payment process (Appendix 2).

Changes in personal circumstances must be reported to the Sixth Form Office as soon as possible as there will be a need to reassess eligibility.

Discretionary Bursary Fund Payments

This bursary is available to QEHS students not eligible for the full Nominated Bursary where students are eligible for Free School Meals*

A payment of £600 per year, as a discretionary award, will be made to all students who are eligible.

Payment Method:

- Payments will be made to eligible students on a weekly basis in arrears
- The payment rate is £20 per week to a maximum of 10 weeks each term
- Payment will be by cheque each week

Bursary Payment Conditions:

- Eligible students must be under the age of 19 years on 31 August 2011
- Full attendance with the exception of authorised absences
- A completed and signed Acceptance Form must be submitted by the parent/carer to initiate the payment process (Appendix 2).

Changes in personal circumstances which remove student FSM eligibility will be taken from NCC information received in school on a weekly basis.

Additional Financial Support (Exceptional Circumstances)

Under exceptional circumstances students who are not automatically eligible for any of the above awards can also apply for one off financial support and will be considered on an individual basis. Any awards in the category are dependent upon available funds.

For all claims in this category, the school will ask for reasonable proof of need, and will ask students and parents or carers to complete Section 4 of the Acceptance Form. Parents or Carers and Students will be eligible to put in a claim for funding under the following two categories:

- Stationery, books and equipment which are not provided by or available from the school and which are essential for course participation;
- Associated costs of essential school visits, such as transport and meals

Approval Conditions:

- Funding will not be approved for non essential extra-curricular activities or for resources which can be accessed free of charge at school
- Claims must be made in advance of an activity, event, or order placed
- The school reserves the right to approve or not approve the claim.
- Approval will not be awarded as incentive or reward for school attendance, and will not be paid to cover daily travel costs.

Right to Appeal

Should an appeal arise, students and parent or carers may choose to use the school's complaints procedure.

It must be understood, however, that the school's allocation of funding is limited, and that once our funding allocation is exhausted we will not be able to meet any further claims.

This policy will be reviewed annually.

** To determine eligibility for free school meals please contact Northumberland County Council on 01670 533000 or access information online at www.northumberland.gov.uk/default.aspx?page=1098. Eligibility can be determined almost immediately in most cases.*

This policy was agreed by the Finance & Premises Committee at their meeting on Thursday 20 October 2011.

Designation	Signature	Date
Simon Kitchman Chair of Finance & Premises		
Neil Morrison Headteacher QEHS		
Review Date	September 2012	