16 - 19 BURSARY FUND POLICY

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Statement of intent

At Shirley High school Sixth Form, we are committed to closing the attainment gap between students from disadvantaged and more advantaged backgrounds, and ensuring that every young person participates in, and benefits from, a place in 16-19 education and training. The bursary is intended, therefore, to help eligible students with the essential costs of their studies, e.g. important books, equipment and travel costs.

We are dedicated to:

- Distributing 16-19 bursaries via a fair and equal process that is transparent, accountable and easily understood.
- Ensuring that information regarding the application, award and administration of 16-19 bursaries is publicly available via the school website and sixth form administrator.
- Widening access to, and participation in, 16-19 education and training.
- Monitoring and reviewing our policies to ensure effectiveness.
- Setting high targets and objectives to develop a culture of continuous improvement.
- Ensuring adequate resources are available to implement policies, as much as is reasonably practicable.
- Sharing and acquiring best practice through partnerships with neighbouring settings.

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- DfE (2025) '16 to 19 bursary fund guide 2026 to 2027 academic year'
- DfE (2025) '16 to 19 funding: information for 2026 to 2027
- Equality Act 2010

This policy operates in conjunction with the following school policies:

- Complaints Procedures Policy
- Attendance and Absence Policy
- Behaviour Policy
- Data Protection Policy

2. The setting's responsibilities

The setting will be responsible for setting eligibility criteria for students at the institution and will set conditions for receiving the bursary, such as regular attendance. Arrangements for applying for bursaries will be straightforward and confidential.

The needs of each student who applies for the bursary will be assessed by the setting and evidence will be obtained to support each application. The setting will claim vulnerable bursaries directly from the DfE at defined points in the year.

Records will be kept by the setting of all assessments and payments. The application process will maintain confidentiality.

The setting will make this policy available early enough for students to be able to use the information when deciding which post-16 setting to attend.

The setting will comply with the requirements of the Equality Act 2010 when setting its criteria and will not discriminate against students because of their protected characteristics.

The setting will not carry forward funding for more than one year and will return unspent funds from any year up to and including the academic year 2023 to 2024.

The setting will ensure it completes the new individualised learner record (ILR) or census fields to provide data on the number of students participating in extended work placements.

The setting will complete the Individualised Learner Record (ILR) or school census, as appropriate, to report the number of students receiving support through the 16 to 19 Bursary Fund. This includes students in the defined vulnerable groups who are eligible for bursary support but do not require a financial award—commonly referred to as 'zero bursary' students. The setting will ensure that all relevant student support codes are correctly entered, including LSR 55 and LSR 56, as detailed in the latest ILR specification guidance.

The setting will contact the LA to submit funding claims on its behalf.

The setting is aware of its key responsibilities and will:

- **Publish a clear Bursary Fund policy** on its website outlining how the fund will be used and the eligibility criteria applied.
- **Consider the relevant LA transport statement** when determining its Bursary Fund policy.
- **Ensure all application forms, policies and guidance** clearly state that the Bursary Fund is intended to support students with their *actual* costs of participating in education, avoiding any misleading terminology, e.g., guaranteed bursary or automatic entitlement wording.
- **Base all bursary decisions** on each student's individual circumstances, carrying out a financial assessment to establish household income, actual financial need, and the costs involved.

- **Fully verify each student's eligibility** for a vulnerable groups bursary before submitting any funding claim to the DfE.
- **Consider providing support in-kind**, such as travel passes, books, learning resources, meals, or vouchers, where these best meet student needs.
- **Retain clear evidence** showing how bursary amounts have been determined and, for cash payments, maintain records demonstrating when and how payments were made.
- **Confirm students' eligibility each academic year**, requiring completion of a new application form signed by the student to reflect any changes in circumstances.
- **Retain signed documentation** showing students' formal agreement to bursary conditions, including expectations for attendance and the return of equipment purchased through the fund.
- **Ensure appropriate staffing arrangements**, including having more than one person able to process bursary applications, with segregation of duties or contingency planning in case of staff absence.

3. Raising awareness and take-up of the 16-19 bursary fund

To raise awareness of the bursary, the setting will employ different marketing activities, including the following as appropriate:

- Posting information about the bursary on the school website
- Regular reminders in assemblies and form time
- Distributing information at open evenings for Year 11 pupils
- Providing students who attend a pre-enrolment interview with a brochure that includes information about the bursary and directs them to the school's website
- Providing further information, such as the application form and details of the bursary, following enrolment for all new entrants to the setting in an enrolment pack
- Providing tutors with information to inform discussions between tutors and students

To identify students who may be eligible for vulnerable group bursaries, the setting will work with the LA, LAC education services and care leaver services to help and encourage students to apply for the bursary.

In addition, the setting will work with the LA to establish local data-sharing agreements to share information about which students may be eligible and who should be supported to make an application.

The setting will work with local stakeholders to identify eligible students for vulnerable groups by:

- Including information on the bursary within bulletins to social workers, published three times a year.
- Appointing an inclusion manager who develops links with local agencies working with vulnerable people, e.g. social services, to identify eligible students before enrolment.
- Developing networks with foster parents, schools, asylum support teams, youth offending services and health services.

The setting will use Get Information about Pupils (GIAP) to help with identifying students who may benefit from the discretionary bursary. The school will proactively approach identified students to see if they require support.

The setting will ensure that, in any marketing materials and the application form, procedures for how the setting maintains confidentiality are outlined to encourage more students to apply for the bursary.

4. Bursary fund statement

A bursary fund statement will be published every January on the school website. The bursary fund statement will outline the following:

- How the setting will use its funding
- The eligibility criteria for the bursary
- Terms and conditions for receiving the bursary, e.g. attendance and behaviour requirements
- The type of support offered through the bursary, e.g. with transport, books and equipment
- Whether the bursary fund contributes to other costs, e.g. attending university open days and interviews
- A statement explaining that the support available to students is from the bursary fund

5. Eligibility

To be eligible for the bursary, students at Shirley High School must:

- Be at least 16 and under 19 on 31 August 2026 or 19 years and above continuing on a course previously started;
- Meet the residency requirements for living in the United Kingdom in the DfE funding rules for post-16 provision;
- Meet the attendance/Punctuality/Behaviour Expectations

Students may be asked to return an item purchased by Bursary at the end of their course.

Students will need to apply by 31 July in order to be eligible. The school will, however, bear in mind that a student's circumstances and needs may change later in the year and will therefore retain a small emergency fund for this purpose. For this reason, there will be no absolute cut-off point for applications.

Most students who receive a bursary will get a tailored award from the discretionary bursary. Students in need of more support will be permitted to apply for a vulnerable bursary.

There are different levels of bursary available for students:

<u>Level 1</u>

Students may be able to get a maximum bursary, amount to be confirmed after yearly review, if at least one of the following applies:

- Students get Income Support or Universal Credit because you're financially supporting yourself
- Students are in or recently left local authority care
- Students get Disability Living Allowance (DLA) in your name and either Employment and Support Allowance (ESA) or Universal Credit
- Students get Personal Independence Payment (PIP) in your name and either ESA or Universal Credit The amount you may get depends on the costs you have and what you need for your course. This might include money for books, equipment or travel costs to school or college.

<u>Level 2</u>

- Students have an Education, Health and Care Plan (EHCP)
- Students are over 19 and continuing on a course started when aged 16-18 years.
- If one or both of their Parents/Carers are in receipt of a means tested benefit.
- If their household income is below £20,000. (Evidence will be required)

Level 3

- Students with an identifiable financial need who do not fall into Levels 1 or 2 may be able to claim a one-off payment for educational trips or essential equipment for learning, when there is sudden financial hardship. Please contact the Head of Sixth Form for further information.

Proof of income should be provided following completion of this application form: Bursary Application Form

6. Young Offenders

Young offenders Young offenders can apply for a bursary if they:

• Are serving a non-custodial sentence.
• Have been released early from a custodial sentence, except on temporary licence.
• Have been remanded to a non-secure institution.

Young offenders cannot apply for a bursary if they:

• Are serving a custodial sentence.
• Have been released from a custodial sentence on temporary licence.
• Have been remanded to a secure institution.

7. Asylum Seekers

Asylum seekers are generally not eligible for public funds or cash bursary payments; however, in-kind support, e.g. travel passes, books, equipment, may be provided unless the student is an unaccompanied asylum-seeking child (UASC), who may receive a bursary for vulnerable groups if they have a financial need.

8. Discretionary bursaries

The setting will ensure that discretionary funding is allocated to the students who are most in need of financial support. The setting's eligibility criteria for receiving a discretionary bursary will include:

- Students who are completing a high-cost course (over £2,000) in which specialist equipment and clothes are required, including industry placements.
- Students living in a low-income household.
- Students who are from a single parent family or have one or more dependent siblings in their family.
- Students who have additional responsibilities, such as being a young carer or parent
- Students in sudden financial hardship.

Discretionary bursaries may be awarded for students in low-income households. The setting will use household income, in some way, to help establish the amount of support awarded to a student, if possible.

The amount awarded will be dependent on the amount of income – this will be allocated on different levels.

Students who apply will be assessed individually. This assessment will be documented, and evidence to support the claims will be obtained and retained for auditing purposes.

The assessment will be based on a student's financial needs and the setting will consider any unearned income, such as shares or investments, savings, and rental income.

The setting will use in-kind payments over cash payments for discretionary bursaries wherever possible.

The setting will manage the discretionary bursary to keep payments within budget. Where possible, the setting will retain a small emergency fund from its allocation to support students who face exceptional circumstances during the year due to a change in their situation that impacts on their ability to participate in education – evidence of a student's eligibility for emergency funds, the individual assessment and their actual participation costs will be held for audit purposes as for any other bursary award.

In individual cases of severe hardship, the bursary fund will be used where appropriate to provide food support for a student on the days they attend their programme of study. Food support will be provided where the setting believes the student to be in real need, and will not require checks on household income or other evidence-gathering that would usually be required.

Where food support is provided, copies of the following records will be retained for audit purposes:

- The total number of students provided food support
- The number of days this support is given to each student
- The total value of support given to each student along with the rationale for its provision
- Signed confirmation of receipt funding by the student or actual spend receipts

Each setting should exercise their discretion in each case as this scheme is not intended to continue on an ongoing basis for any individual pupil. This flexibility relates to food support only.

9. Vulnerable bursaries

The setting's eligibility criteria for receiving a vulnerable bursary will include students who are:

- LAC (this includes those classed as an unaccompanied asylum-seeking child).
- Previously LAC (PLAC).
- Receiving Income Support or Universal Credit because they are financially supporting themselves and/or someone who is dependent on them and living with them, such as a child or a partner.
- Receiving Disability Living Allowance or Personal Independence Payments in their own right, as well as Employment and Support Allowance (ESA) or Universal Credit in their own right.

Students who are in one or more of these categories will be able to apply for a vulnerable bursary of up to £1,200.

Where a vulnerable student is on a course lasting 30 weeks or more and is participating full-time, they will be eligible to receive up to £1,200; students on study programmes of less than 30 weeks will receive a pro-rata amount. The setting will consider the number of hours involved in eligible students' study programmes when deciding if a pro-rata payment is more appropriate.

The setting may pay a student in a vulnerable group more than £1,200 if it believes the student needs extra help to remain in education; the extra payment will be paid from the setting's discretionary bursary allocation or its own funds. The rationale for such a decision will be included as part of the setting's auditable records.

The setting will only pay students the amount they need to access education, based on individual assessment. Students will not automatically receive £1,200 or a set amount of funding unless this is in line with their actual financial need.

Proof will be needed to evidence that a student is eligible for the bursary, for example:

- **LAC or PLAC**: written confirmation, such as a letter or an email, of current or previous LAC status from the relevant LA (the LA that looks after them or provides their leaving care services)
- **In receipt of Income Support**: a copy of the Income Support award notice, which must evidence that the student is entitled to the benefit in their own right, and confirm that the student can attend FE or training

- **In receipt of Universal Credit**: copies of the Universal Credit award notice from the last three months to estimate assumed income for the year which must evidence that the student is entitled to the benefit in their own right, as well as additional documentation to confirm their independent status, e.g. a tenancy agreement in the student's name, a child benefit receipt, children's birth certificate, or utility bills
- **In receipt of Universal Credit or ESA and Disability Living Allowance or Personal Independence Payments**: a copy of the Universal Credit or ESA award from the Department for Work and Pensions (DWP), as well as evidence of receipt of Disability Living Allowance or Personal Independence Payment

The setting will only submit a funding claim to the SBSS once sufficient evidence has been provided and the setting has confirmed that the student needs financial support to participate.

The institution will be responsible for assessing whether students are eligible to receive a vulnerable bursary.

The institution may decide that, although a student may be eligible for a bursary, as they fall within one or more of the vulnerable groups, the bursary is not required as they do not have any financial need and do not need further support. If financial needs are already met and there are no other costs or they do not require the maximum award, the institution may decide not to allocate a bursary to the student – for example, where:

- A student attends specialist residential provision that covers their education costs in full.
- A student undertakes a distance learning programme and there are no financial barriers to participation, e.g. no travel or food costs.
- A student is in LA care and education costs are covered in full by the LA.
- A student is financially supported by their partner.

Where the setting decides that a student is ineligible for funding in accordance with the above criteria, the setting will explain to the student and/or the student's parents the aim of bursary funding and why it is appropriate to not award any in this instance.

If a student or the student's parents still want to claim a bursary for vulnerable groups, they must inform the setting. The setting will then consider the particular circumstances in each case and assess whether:

- No bursary should be awarded, as the student has no financial needs; or
- A reduced bursary should be awarded, as the level of financial help needed is limited.

The setting will ensure its bursary application form is clear about the possibility of no award or a reduced award.

10. Paying bursary funding to eligible students

The setting will aim to pay all funding in-kind, using BACS payments where possible.

Payment in-kind may include, for example, travel passes, vouchers or credits for meals, or required books or equipment.

Where in-kind payments are given to students within vulnerable groups, the setting will explain the value of these payments to the student and how these have been deducted from the total £1,200.

Where payments are made to students, rather than providing in-kind, the funding will be paid by BACS transfer to the student's own bank account. The value of the support and any terms and conditions will be made clear to the student in the confirmation letter given to them.

Payments will not be paid into another person's bank account unless exceptional circumstances mean that a student is unable to administer their own account. If a student cannot manage their own funds, the setting will consider who will manage the bursary on the student's behalf.

The setting has the right to determine how often payments are made – when doing so, the following will be considered:

- The reason the bursary was awarded
- The student's circumstances
- Local arrangements

The setting has the right to insist that students only spend bursary payments on the support that has been identified as necessary to help them access education, e.g. to pay for travel costs.

The setting will adhere to good practice guidelines to make regular payments to students.

The setting will not pay bursaries to students in large or lump sums.

In order to decide how best to use individual students' bursary funding, the setting will employ the following procedures:

- Priority areas are addressed first, including travel to the setting, equipment costs and support with studies
- Students are allocated a higher amount of funding at the beginning of their course to address the priority areas
- A percentage of the funding is kept back as a hardship fund to respond to any emergencies that may arise during the year – the total amount held is discussed with the student during the initial interview

If students or their parents have any queries about payments, they should contact the Key Stage 5 administrator.

The setting may use up to 5 percent of its allocation from the DfE for administrative costs.

11. Conditions for receiving bursary funding

Receipt of a vulnerable or discretionary bursary will be conditional on the student meeting the agreed standards of attendance and behaviour set by the institution.

The conditions of payment will be clear and accessible to students, as well as being thoroughly explained as part of the induction process.

Evidence that the student has seen and agreed to the conditions will be kept for audit, such as an agreement signed by the student, in accordance with the 'Student declarations' section.

Students in receipt of bursaries must have **85** percent attendance at timetabled lessons unless the absence is authorised. Consideration will be given to the impact on attendance that might be caused by illness, caring responsibilities or other exceptional circumstances.

In line with the setting's Attendance and Absence Policy, students that are absent due to sickness will be expected to present a note from a qualified medical practitioner if their absence is longer than **three** days.

Vacation breaks outside timetabled school holiday times are not permitted.

Students in receipt of bursaries will be expected to abide by the Behaviour Policy of the setting.

Where there are concerns regarding a student's attendance or behaviour, the setting will discuss the issue with the student and consider individual exceptional circumstances before withholding any payments. In all cases, sanctioning will not occur to the extent that a student's ability to attend education is undermined.

The setting will ensure that all parents and students are aware of the possible impact that attendance may have on payments and outlined in the application form.

The setting will stop payments where a student is not meeting the agreed standards; however, individual circumstances will be considered before doing so.

Where a student withdraws themselves from a study programme, payments will be stopped.

Money may be taken back from students if it has not been spent for the reasons it was awarded to them. Before doing so, the setting will always consider the impact of this on the student.

The setting may specify that students return any books and equipment purchased for them through the bursary, such as a laptop, at the end of their study programme for use by other students. This will be clearly communicated to students and their parents upon confirming eligibility for the bursary.

The setting will require receipts for expenditure, where appropriate, to confirm that funding is being used for the reason it was awarded. For standard weekly costs, e.g. travel and food, receipts will not be collected for each transaction, and will instead be evidenced initially by receipts and then paid afterwards linked to attendance. Students may be asked at various points in the year to provide further receipts. For one-off or infrequent costs, receipts will always be collected. In all cases, students will not be asked to incur expenditure and provide a receipt prior to receiving funding – payment will be made first and a receipt provided afterwards, as necessary.

12. Managing applications

The setting will highlight to students and parents the impact of receipt of the 16-19 bursary fund on other benefits, e.g. it will not impact the receipt of income support or universal credit

The setting will use its own application form for the bursary fund.

The application form will capture all the relevant information needed to assess the application in line with this policy, including:

- Household income.
- The student's actual financial needs to support their participation.
- Specific deadline dates.
- The student's signature indicating they have seen and agreed to the terms and conditions of the funding and that all information provided is accurate.

All applications for the 16-19 bursary will be submitted by **31 July** of each year wherever possible, to allow the setting to correctly and fairly assess overall demand and distribute discretionary awards. The setting will not, however, implement a cut-off date for applications, in recognition that some needs may arise throughout the academic year.

The date for applications to be submitted will be outlined in the bursary fund statement, the bursary application form and any marketing materials.

Application forms and marketing materials will outline that students who meet the criteria for bursaries for vulnerable groups are not automatically entitled to receive them, e.g. if they do not have any financial needs or these needs are covered by alternative means.

The setting will use the DfE's bursary fund checklist and summary to assess bursary applications and what to consider when administering the bursary fund.

Student declarations

Students and/or their parents will sign a declaration when they apply for either a vulnerable or discretionary bursary, confirming that any evidence given in support of the application is correct.

By signing the declaration, the student and their parents are agreeing to all the conditions and eligibility criteria.

The setting will retain copies of the declaration and supporting documentation for six years – this includes:

For vulnerable groups:

- A copy of the funding claim sent to DfE.
- Evidence showing that the student is eligible, in line with this policy.
- Evidence of payments received from the DFE, e.g. bank statements.
- A copy of the student's individual assessment of actual financial need, including a breakdown of the calculation that has determined the amount required.
- Evidence of payments made to the students.
- Receipts for purchases or in-kind support provided to the student, e.g. bus pass, lunch receipts or book receipts.
- Evidence to support the value of any cash payments made to the student.
- Attendance evidence to support payments where applicable.

For discretionary bursaries:

- Evidence used to assess eligibility and household income, e.g. P60's, self-employment accounts, wage slips, a letter from DWP and copies of online statements for UC.
- A copy of the student's individual assessment of actual financial need, including a breakdown of the calculation that has determined the amount required.
- Receipts for purchases made or in-kind support provided, e.g. bus pass, lunch receipts or book receipts.
- Evidence to support the value of any cash payments made to the student.
- Attendance evidence to support payments where applicable.

All data will be handled confidentially and stored securely in line with the Data Protection Policy.

13. Recycling bursaries

The setting will be able to recycle unused funding for bursaries for vulnerable groups, e.g. if a student leaves early after only receiving part of their bursary (until 30 April 2027).

Where the setting has accrued funds as specified above, it will use these funds for another student, rather than claiming for the full £1,200, e.g. if a student left and £700 was unspent, the setting will only claim £500 towards another eligible student.

If the setting has sufficient funds to cover the costs of a full bursary (£1,200), it will submit a funding claim showing a value of zero to the DfE and use the amount to fund the new student.

If the setting decides that a student is in one or more of the defined vulnerable groups, but does not have any actual financial need, it will submit a funding claim showing a zero amount.

The setting will be able to add any funding for bursaries for vulnerable groups it has claimed, but no longer needs, for eligible students for discretionary bursaries (from 1 May 2027). Funds will be allocated in this way on a case-by-case basis after assessing students' needs.

The setting will consider carrying forward any unspent funds to the next academic year, but not for more than one year – any carried funds will only be used to support students in line with this policy, and will not be added to general funds. Unspent funds carried forward will be used before using the setting's new academic year allocation.

If the setting has no other students who are eligible for a bursary for vulnerable groups and funds have been claimed in error, it will contact the DfE and arrange to return the funds.

14. Quality assurance, audit and fraud

The setting will use the DFE's '16 to 19 Bursary Fund Checklist' to confirm which documents have been provided for each student, as outlined in the 'Student declarations' section – these relate to the following:

- The application process
- The decision to award the specified amount of bursary
- The funds that have been issued to the student
- The setting will maintain written records of the following:
- The number of applications received
- The value of all bursaries awarded
- The purpose of all bursaries awarded
- Which applications qualified for the bursary, and which did not
- Brief descriptions of the setting's justification for any decision to award a bursary or not

The setting will retain copies of any documents the student has signed to give formal agreement to their conditions for payment, as well as any others mentioned in this section, for six years.

The setting will be responsible for investigating any suspected instances of fraud relating to bursary fund applications.

The setting will ensure that appropriate processes are in place to record bursary applications and expenditure at student level. This will include:

- A breakdown of the value, including the purpose, type of cost and whether paid or not.

- A brief justification for the decision.

The setting will ensure that it can clearly evidence the following:

- The application process
- How students were assessed as eligible
- How the decision has been made to award the specific amount of bursary based on financial needs
- The funds that have been issued to each student

Copies of documents signed by students to give formal agreement to their conditions for payment will be retained.

Students and their families will be informed that providing false or incomplete information that leads to incorrect payments or overpayment may result in a referral to the police with the possibility of the student and/or their family facing prosecution.

If evidence comes to light that supplied information is misleading or fraudulent, the setting will stop any further payments and will attempt to recover any payments already provided to the student.

Where significant fraud is identified, the setting will report this to the DFE. Significant fraud may involve one or more of the following:

- The amount of money is in excess of £1,200, unless exceptions apply. The particulars of the fraud are novel, unusual, systematic or complex
- There is likely to be great public interest due to the nature of the fraud or the people involved

15. Student declarations

Students and/or their parents will sign a declaration when they apply for either a vulnerable or discretionary bursary, confirming that any evidence given in support of the application is correct.

By signing the declaration, the student and their parents are agreeing to all the conditions and eligibility criteria.

The setting will retain copies of the declaration and supporting documentation for six years – this includes:

For vulnerable groups:

- A copy of the funding claim sent to SBSS.
- Evidence showing that the student is eligible, in line with this policy.
- Evidence of payments received from the SBSS, e.g. bank statements.
- A copy of the student's individual assessment of actual financial need.
- Evidence of payments made to the students.

For discretionary bursaries:

- Evidence used to assess eligibility, as outlined in the 'Discretionary bursaries' section of the policy.
- A copy of the student's individual assessment of actual financial need.
- Receipts for purchases made, e.g. bus pass, lunch receipts or book receipts.

All data will be handled confidentially and stored securely in line with the Data Protection Policy.

16. Managing applications

The setting will use its own application form for the bursary fund.

The application form will capture all the relevant information needed to assess the application in line with this policy, including:

- Household income.
- The student's actual financial needs to support their participation.
- Specific deadline dates.
- The student's signature indicating they have seen and agreed to the terms and conditions of the funding and that all information provided is accurate.

Applications for the 16-19 bursary are able to be submitted at any time during the academic year.

The setting will not implement a cut-off date for applications, in recognition that some needs may arise throughout the academic year.

The date for applications to be submitted will be outlined in the bursary fund statement, the bursary application form and any marketing materials.

Application forms and marketing materials will outline that students who meet the criteria for bursaries for vulnerable groups are not automatically entitled to receive them, e.g. if they do not have any financial needs or these needs are covered by alternative means.

17. Quality assurance

The setting will use the DfE's '16 to 19 Bursary Fund Checklist' to confirm which documents have been provided for each student as outlined in the 'Student declarations' section – these relate to the following:

- The application process
- The decision to award the specified amount of bursary
- The funds that have been issued to the student

The setting will maintain written records of the following:

- The number of applications received
- The value of all bursaries awarded
- The purpose of all bursaries awarded
- Which applications qualified for the bursary and which did not
- Brief descriptions of the institution's justification for any decision to award a bursary or not

The setting will retain copies of any documents the student has signed to give formal agreement to their conditions for payment, as well as any others mentioned in this section, for six years.

18. Fraud

The setting will be responsible for investigating any suspected instances of fraud relating to bursary fund applications.

Students and their families will be informed that providing false or incomplete information that leads to incorrect payments or overpayment may result in a referral to the police with the possibility of the student and/or their family facing prosecution.

If evidence comes to light that supplied information is misleading or fraudulent, the setting will stop any further payments and will attempt to recover any payments already provided to the student.

Where significant fraud is identified, the setting will report this to the DfE. Significant fraud involves one or more of the following:

- The amount of money is in excess of £1,200
- The particulars of the fraud are novel, unusual, systematic or complex
- There is likely to be great public interest due to the nature of the fraud or the people involved

19. Conditions for using the bursary

The bursary fund will not be used by the setting for any reasons which would give it a competitive advantage over other settings, such as:

- Enrolment or administration fees imposed by the setting.
- Fees for access to facilities in the setting.
- Block subsidy of the canteen.
- Block subsidy of transport.
- Block provision of equipment, material or books.
- Bonus payments to reward attendance or achievement.

Block payments to students for attendance, irrespective of their actual financial need, will not be paid.

The bursary fund will only be used for supporting students who have a genuine financial difficulty which might prevent them from continuing in education, rather than acting as an incentive for attendance.

20. Complaints and appeals

All complaints and appeals must be made in writing in accordance with the Complaints Procedures Policy.

If the complaint or appeal concerns operational processes or customer service for a vulnerable bursary funding claim, the SBSS will deal with the case. If the case is not resolved following this, it will be passed to DfE.

The setting will act as a first point of contact for students who have complaints and will support students as much as possible throughout the complaint's procedure.

Complaints made regarding the setting and the setting's provision of support will be dealt with in accordance with the procedure set out in the Complaints Procedures Policy.

21. Monitoring and review

This policy will be reviewed annually by the Assistant Principal - Post 16

The setting will ensure that this policy is implemented correctly and appropriately at all times.

The setting will communicate any changes to this policy to all staff and relevant stakeholders.

SHIRLEY HIGH SCHOOL PERFORMING ARTS COLLEGE

Our Vision:

To develop aspirational learners who strive for excellence academically, creatively and culturally, benefitting from a wide range of opportunities led by inspirational educators.

We want all at SHS to believe in and maintain the values of our school:

