



Riverside School 16 – 19 Bursary Fund Student Information and Policy

What is the 16-19 Bursary Fund?

The 16-19 Bursary Fund is a government funded scheme administered by the Jo Richardson Community School, which provides financial assistance to enable eligible students to overcome financial barriers to their educational participation.

Who is eligible?

- **Discretionary Bursary**

In the first instance, students who are currently in receipt of Free School Meals will qualify for the Discretionary Bursary upon application (tier 1). Consideration will also be given to those students not in receipt of Free School Meals, but whose family is eligible for other benefits and who make requests for assistance with a specific need (tier 2).

- **Vulnerable Students Bursary** Students who are currently in care or are care leavers or are personally in receipt of the Disability Allowance, Universal Credit, or the Personal Independence Payment allowance will be eligible to claim the Vulnerable Student Bursary (tier 3).

What a bursary is for?

A bursary is money that you, or your education or training provider, can use to pay for things like:

- clothing, books and other equipment for your course
- transport and lunch on days you study or train

What documentation is required?

In both cases, documentation supporting the application, such as the FSM Award notification letter and proof of household income in the form of 3 months Universal Credit statements or parents'/carers' pay slips, will be required. Proof of residency/right to remain documentation or valid UK (United Kingdom) passports must also be provided.

A bank account in the student's name will also be necessary, as any reimbursement made will need to be credited to them directly. Bank details will need to be verified prior to processing and documentation uploaded upon application.

Evidence will be retained by the school for five years, before being disposed of securely.

What are the Bursary Tiers?

To define the level of the Bursary awarded, the following tiers have been introduced:

Tier 1: Full discretionary award allocated

Tier 2: Discretionary award allocated for ad hoc requests.

Tier 3: Full vulnerable students bursary, allocated as a yearly budget.

How does the scheme work?

Tier 1:

Eligible students will be invited to make an on-line application to the scheme through the bursary website <https://riversidesixthformbursary.applicaa.com> and if successful, will receive a bursary allocation, which may be 'spent' during the academic year. To access the funds the students will need to make purchase requests via the website which will be either approved or declined by the scheme administrators. Funding will be considered for items relevant to each student's academic journey and can include provision for equipment/stationery/trips/revision guides/books or other items which support the student's educational needs. Once a request for an item has been approved, this can be either purchased by the student directly and the receipt uploaded to the bursary system to request reimbursement, or the school can order on the student's behalf. Items should not be purchased without approval, as this could result in refusal of any claim made later.

Tier 2:

Ad hoc purchase requests from students who do not qualify for a tier 1 Bursary, may also be made online via the bursary website, and will be assessed by the Bursary Administrators. If approved, the student may purchase the item agreed and upload the receipt to the bursary system to request reimbursement, or request the school to purchase/process on their behalf.

Tier 3:

As Tier 1.

Appeals procedure

If you feel a refusal of an award is unfair: first appeal directly to your school bursary coordinator. If unresolved following the first appeal, then second appeal to the School Director of Sixth Form.

Notes regarding award authorisation

- To qualify good behaviour, attitude and effort must be maintained at all times.
- Any large electronic items purchased will remain the property of Riverside School until the student has completed the academic year, when the item will become the sole property of the student.

Please refer to www.gov.uk/1619-bursary-fund for further details.