



**BEVERLEY SCHOOL  
FOR  
PUPILS WITH AUTISM**

**BURSARY POLICY**

Discretionary Financial Support  
for Age 16 – 19 Learners

**Updated: Jun 24  
Approved by Governors: Jun 24  
To be reviewed: May 2025**

# BEVERLEY SCHOOL'S BURSARY POLICY

## Context

Educational bursary funds are available to post-16 institutions to support disadvantaged learners beginning and / or continuing post-16 study. Funding is awarded to meet individual needs, for example, to help with the cost of transport, meals, books and equipment.

## Policy for Financial Support 2024/25

### 1. Support for Vulnerable Learners

If a student is in one of the nationally nominated vulnerable groups they are guaranteed a £1,200 bursary. The following groups of students are eligible:-

- Young people in care or care leavers
- Young people (not their parents/carers) in receipt of Income Support
- Young people (not their parents/carers) in receipt of Universal Credit
- Disabled young people in receipt of Employment and Support Allowance who are also in receipt of Disability Living Allowance or Personal Independence Payments.

**PLEASE FILL IN THE ATTACHED FORM 1 FOR STUDENTS WHO FALL INTO THIS CATEGORY**

These payments will be made at the end of every term, following deductions for expenses incurred during the term. Deductions may include payments for the following:-

- Costs of curriculum educational visits, e.g. visits to museums, art gallery, etc.
- Payment for any residential
- Any other educational costs incurred to which we will give you prior notification

Payments will be made, if necessary, into a student's bank account on the following dates:-

- Friday, 20<sup>th</sup> December 2024
- Friday, 11<sup>th</sup> April 2025
- Friday, 18<sup>th</sup> July 2025

## 2. Discretionary Bursaries

If household income is less than £16,190 or you are in exceptional short-term financial need, you are eligible to apply for financial help from the College's Discretionary Support Fund. This is limited and any offer of help will be subject to the availability of funds.

**PLEASE FILL IN THE ATTACHED FORM 2 FOR STUDENTS WHO FALL INTO THIS CATEGORY**

As per government guidance (and different to previous years), no cash payments will be made as funds will be retained in school to pay for the following:-

- Costs of curriculum educational visits, e.g. visits to museums, art gallery, etc.
- Costs of food/meals
- Payment for any residential
- Additional amounts required for equipment and resources
- Taxis paid for by school to take students home from afterschool clubs

If an application is accepted on the grounds of exceptional short-term need, support needs will be discussed with each student on an individual basis. These payments will be to a maximum of £200 and are subject to the agreement of the Headteacher.

### **Discretionary Support Fund Budget 2024/25**

The total allocation of ESFA (Education and Skills Funding Agency) funding for 2024/25 is (estimated) £3,969

#### **Income**

ESFA grant **£3,969**

#### **Expenditure**

Discretionary bursaries £3,750

Exceptional short-term need and bonus top-ups £219

**Total expenditure £3,969**



## FORM 1 – VULNERABLE LEARNERS

### Learner Details

Surname/Family name	
First Name	
Date of Birth	
Address	
Post code	
e-mail address	
Home phone	
Mobile Phone	
Bank Account Sort Code	
Bank Account Number	
Bank Account Payee Name	

### Bank or Building Society Details

To receive payments, the learner must have a bank account in their own name. If the learner does not have a bank account, this needs to be opened before requesting this method of payment.

It is only in very exceptional circumstances, when pupils are unable to operate their own bank account, that payments will be made into a parent's/carer's bank account, and this is at the discretion of the Headteacher.

I confirm that the details are true and accurate. I understand that to continue to receive funding I must meet the school's standards for attendance, completion of work assignments and behaviour.

Signed (Learner)		Date	
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## FORM 2 – DISCRETIONARY BURSARY

### Learner Details

Surname/Family name	
First Name	
Date of Birth	
Address	
Post code	
e-mail address	
Home phone	
Mobile Phone	
Household Income (per annum) – Please attach evidence* to this application form	

### \*Proof of Income

Proof of entitlement will be required to support this application and could include

- Certified letter from the LA regarding Free School Meals
- Certified letter from the DWP
- P60 (additional evidence will also be required)
- Self-Employment Income Evidence
- Other means tested certification

I confirm that the details are true and accurate. I understand that to be eligible for funding I must meet the school's standards for attendance, completion of work assignments and behaviour.

Signed (Parent/Carer)		Date	
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