



Bursary Policy

Audience: Staff/Governors/Parents

Status: Recommended

Date of Issue: November 2017

Frequency of Review: Annually

Post Holder responsible for Review: Assistant Headteacher - KS5

Link with Governance: Management and Organising Committee

Recommended associated documents:

Date of Last Review	21/11/2017
Date of Next Review	June 2018

Introduction

The bursary fund is designed to help those young people between the ages of 16-19 (at the start of their academic studies) who face the greatest barriers to continuing in Post-16 Education. The Bursary award has two elements the **Guaranteed Bursary** and the **Discretionary Bursary**.

Guaranteed Bursary

This bursary is available to students who fall under one of the following vulnerable groups:

- Young person in care
- Care Leavers
- Young person in receipt of Income Support (or Universal Credit) in their own right
- Disabled Young People in receipt of both Employment Support Allowance and Disability Living Allowance (or Personal Independence Payments) in their own right

** Ref: <https://www.gov.uk/guidance/16-to-19-education-financial-support-for-students>

Making an Application

Applications are made using the school application form (see policy appendix). Students must provide evidence that they fall into one of the categories above by providing official evidence from the awarding body (e.g. Support Allowance letter, Staffordshire 'In Care' letter). Students cannot self-certify their eligibility for the 16-19 Bursary Fund.

Initial applications for the guaranteed bursary must be made before 30th September 2017 so that funds can be allocated. This does not prohibit students from applying should they fall into the vulnerable group within the year. School will then complete a Funding Claim form and submit to the Learner Support Service. Learner Support Services will process the form, send institutions remittance advice and issue payment. Students will then be allocated the bursary 'pro-rata' based on the number of school weeks left (based on 30 school weeks a year).

Payments

The school will split the bursary into 3 school terms with £400 value of educational resources being provided each term, unless circumstances dictate otherwise. Please see policy appendix for the range of educational resources you may claim for. The school will then purchase these resources on your behalf. The application should include an item number, item description, item cost and a supplier must be provided. Guaranteed bursary applicants must use all of their bursary allocation by the end of the academic year.

Students may wish to purchase the resources themselves, provide an original receipt and then claim the monies back or to put an application in for the school to purchase the resource for them on their behalf.

Notification

You will be notified of your allocation by the Sixth Form Administration Assistant or Assistant Headteacher (Head of Sixth Form).

Discretionary Bursary

This bursary is available to all students who are facing financial barriers to participation; such as costs of transport, meals, books and equipment (see Appendix).

Qualifying for the Bursary

In order to qualify for the discretionary bursary the student must meet the following criteria:

- Adhere to the Post-16 Learning Contract
- Attendance must be 90% or above
- Students must have 'Kingsmead Learner' grades of satisfactory or above in the latest round of progress checking
- Students must have no outstanding cause for concerns logged
- Students must have no outstanding school resources left to return

Eligibility and Making an Application

To be eligible to receive a 16-19 Bursary in the 2017-18 academic year, the student must be aged 16 or over and under 19 on 31 August 2017. In addition, evidence of household income, usually this would be a household income of £25,000 or less, plus any benefits you are in receipt of.

Students cannot self-certify their eligibility for the 16-19 Bursary Fund.

Applications are made using the school application form (see policy appendix). Applications will be open to students who were in receipt of Free School Meals in Year 11 as well as other students who may be facing financial difficulties having an impact on their studies. Students must detail both the difficulty they are facing to provide the resource themselves, the resource they would like purchased and the purpose of the resource. **Funds will be allocated based on need and volume of applications.** This funding is provided on the basis of good attendance during all lessons whilst in Sixth Form. Should attendance become irregular then funding will be withdrawn. **The deadline for Discretionary Bursary Applications is 15th December 2017, however, if financial difficulties arise after this date, applications can be considered.** Successful applicants will need to provide personal bank account details for the bursary to be paid to and sign a Student Agreement.

One of the following forms of evidence from the list below will be required to support the application:

- Household income statements (P60's)
- Benefit statement
- Tax Credit Award Notice
- Self-employment income evidence
- Recent redundancy notices
- Long term illness evidence or lone parent maintenance
- Young carer for a sick or disabled relative
- Last 3 months' bank statements – personal information is **not required** only income received detail is needed, so please blank out with a marker

Payments

Following the deadline date, the applications will be assessed and funding allocation decided based on need and volume.

Notification

You will be notified of your allocation by the Sixth Form Administration Assistant or Assistant Headteacher (Head of Sixth Form).

Bursary Fund Appendix

Qualifying Educational Resources

Students may make an application to the bursary fund for resources that will help them stay in education or help them achieve the best possible grade in their subject area. Resources may include the following:

- Transport costs
- Educational Visit costs
- Texts books/ folders / stationary / other equipment
- Meals
- School clothing and/ or protective clothing
- Extended learning costs (Open Day transport or accommodation /Summer school costs or accommodation)
- Childcare support
- Living costs
- Cost relating to University Open Day attendance

This list is by no means exhaustive and any application made by a student to help them remain in education will be considered by their own merit.

Appeals Procedure

Any appeals to the bursary awarded must be made in writing to the Assistant Headteacher and Head of Sixth Form, within 7 days of the non-award.

Kingsmead School Sixth Form Bursary Fund Application 2017-18



Name:		Form:	
Address:			
Postcode:			
School:		Date:	

Details of the Educational resource applying for and purpose of the resource:

Evidence household income below £25,000: (please tick)

- Household income statements (P60's)
- Benefit statement
- Tax Credit Award Notice
- Self-employment income evidence
- Recent redundancy notices
- Long term illness evidence or lone parent maintenance
- Young carer for a sick or disabled relative
- Last 3 months' bank statements detailing income received—personal information is **not required only the income received detail is needed, so please blank out with a marker pen**
- Previously in receipt of Free School Meals in Years 7 to 10
- Previously in receipt of Free School Meals in Year 11

Additional Information to support the application: (please tick)

- Previously in receipt of Free School Meals in Years 7 to 10
- Previously in receipt of Free School Meals in Year 11

Signed: (Person with parental responsibility) Date:/...../.....

Print Name:

For Office Use			
	Yes/No	Signed	Date
Application received			
Evidence Attached			
Previously Pupil Premium			
Application Approved (Refer to Finance)			
Student informed of decision			

Monies Paid			
--------------------	--	--	--