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Bourne Grammar School 16 to 19 Bursary Fund Policy – Academic Year 2020/21

What is the 16 to 19 Bursary Fund?

The 16 to 19 Bursary Fund provides financial support to help students overcome the specific financial barriers to participation they face so they can remain in education.

There are 2 types of 16 to 19 bursaries:

- A bursary of up to £1,200 a year for young people in one of the defined vulnerable groups: in care, care leavers, in receipt of Income Support or Universal Credit because they are financially supporting themselves or financially supporting someone who is dependent on them and living with them. Receiving Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right.
- Discretionary bursaries which institutions award to meet individual needs, for example, help with the costs of transport, meals, books and equipment. To be eligible for the discretionary bursary, students must be facing financial barriers to participation and need help to stay in education.

Bourne Grammar School will determine the assessment criteria for eligibility for discretionary bursaries and the frequency of and conditions for payments for all awards. The needs of individual students will be assessed and only those students in one of the defined vulnerable groups, or those experiencing the greatest financial disadvantages and /or course-related costs, will be supported using the 16-19 Bursary Fund and in compliance with the Education and Skills Funding Agency guidelines.

Who is eligible to apply for the 16 to 19 Bursary?

Students must satisfy one or more of the following criteria:

- Be aged 16 or over and under 19 at the start of the academic year in which they start their programme of study (the start of the academic year is 31 August 2020).
- Students should be participating in provision that is subject to inspection by a public body that assures quality (e.g. Ofsted) and must also be funded within the relevant guidelines.
- Meet the residency criteria as set out in the ESFA Funding Regulations.

Residency qualifications

Students must meet the residency criteria in ESFA funding regulations (<https://www.gov.uk/government/publications/advice-funding-regulations-for-post-16-provision>) for post-16 provision in the 2020-2021 academic year. The regulations set out the evidence that institutions must see to confirm eligibility.

Proof of Income [*Gross household income includes any benefits of which you may be in receipt (excluding Child Benefit)].

Most recent proof of evidence will be required to support the application and could include:

- Certified letter from the Local Authority regarding Free School Meals
- Certified letter from Her Majesty's Revenue and Customs regarding benefits including Housing Benefit and Disability Allowances and/or household income (for Universal Credit please supply the last 3 monthly award statements) Tax Credit Award Notice (for the period April 2020 to April 2021). Other means tested certification.
- Certified letter from the Department of Work and Pensions
- P60 for the latest Tax Year (additional evidence will also be required)
- Self-Employment Income evidence

How Bourne Grammar School will assess applications and allocate 16 to 19 Bursary funding?

The 16 to 19 Bursary Fund is a limited fund and the School will prioritise allocation. There will be 3 priority groups, categorised as high (Level 1), medium (Level 2) and low (Level 3). Initially students who are eligible for any level of funding should complete the application form and hand it to the Sixth Form Student Manager as soon as possible after admission in September. The closing date for applications will be **Friday 11 September 2020**. Students who become eligible during the course of the academic year should contact the Sixth Form Student Manager so that they can make an application for funding based on their new circumstances. The Sixth Form Bursary Fund Committee will meet to consider applications at all levels. Students who are deemed eligible to receive the Level 2 or Level 3 support should be aware that to continue to receive their full allocation of bursary/funding they must fulfil the attendance requirements and maintain acceptable levels of behaviour, as outlined in the Sixth Form Agreement.

Attendance Requirements

Students will only receive their bursary payments if they have secured 100% attendance at School. **There must be no unauthorised absences during the School day or lateness to registration or lessons.** One period of absence due to ill health (maximum of 3 consecutive days) each half term will be allowed without loss of payment for that week. The only exceptions to this rule include the following:

- Medical Procedure or illness supported by a Doctor's Certificate or Hospital letter
- Hospital Appointment and Orthodontist Appointment (official Hospital or Orthodontist documentation)
- University Interview/University Open Day (5 per Academic year)
- School Trip Excursion
- Official School Closure i.e. snow day
- Official School Study Leave.

There may be occasions when cases have to be looked at on an individual basis and at the discretion of the Bursary Fund Committee whose decision will be final. An example of these could include any of the following, although this list is not exhaustive:

- Theory and Practical Driving Test
- Family/close friend's funeral
- Sports trials/training/county selections
- Religious events

For any planned absences a Sixth Form Proposed Absence Form must be completed and authorised at least 48 hours prior to the date of absence. If no form is received by the Sixth Form Student Manager the absence will be recorded as ‘unauthorised’ and a payment will not be made for that week.

Students will **NOT** receive their bursary payments if they use any of the following as verification of Absence:

- Doctor/Dentist appointment card
- Any other form of self-certification
- School exclusion
- Driving lesson

The Sixth Form Bursary Fund Committee

The Sixth Form Bursary Fund Committee will meet in September to consider and review applications. Applications will need to be submitted as soon as possible at the beginning of the Autumn term. Where an application is received mid-term and approved, payment **cannot** be backdated.

Change in Circumstance

A student receiving any support level of the Bursary must immediately inform the Sixth Form Administrator of any changes in family circumstance that may affect their ‘Support Level’.

Payments

Notification confirming the receipt of the student’s application for the 16 to 19 Bursary and outlining the support allocation awarded by the Bursary Fund Committee as well as its payment scheme will be provided to the student.

Cash payments will not be permitted. Payments will be made as a bank transfer into the student’s bank account.

Appeals

Any student wishing to appeal against the Support Level allocated should do so in writing within 2 weeks of receiving their letter of Support Allocation. Appeals should be made to the Sixth Form Student Manager. It is expected that further evidence to support the funding request will be provided by the student if called upon.

Contingency Fund

Bourne Grammar School will need to reserve 20% (including the 5% Administration fee) of the 16 to 19 Bursary amount provided. This is to accommodate changes in circumstance should they occur.

Level 1 Support (£1,200 Bursary)

You may be eligible for this if you are in one of the following categories:

- Living in care or have recently left care or an unaccompanied asylum-seeker
- In receipt of Income Support or Universal Credit
- In receipt of Employment and Support Allowance or Universal Credit and Disability Living Allowance or Personal Independence Payments

Payments will be made weekly in equal instalments. Payments will be subject to review by the Bursary Fund Committee.

If you think you are eligible for this £1,200 Bursary, please complete the application form.

Level 2 Support

You could receive this level of funding if:

- You have a gross annual household income of below £25,146
- You are in receipt of Free School Meals
- Your household is in receipt of other income-based means-tested benefits (excluding Child Benefit)

Payments will be made weekly in arrears as a bank transfer into the student's bank account providing the student has satisfied all the requirements of eligibility. Students will be informed of any non-payment via their School email.

Payments will be subject to review by the Bursary Fund Committee and may be reduced or stopped if attendance and/or progression are deemed unsatisfactory. Payment for Year 13 students will be made up to and including the final week of their public examination.

If you think you are eligible for the Level 2 Support, please complete the application form.

Level 3 Discretionary Support

You could receive this level of funding if you have an identifiable financial need, do not fall into Levels 1 or 2 and your gross annual household income is below £27,554 (excluding Child Benefit).

If you think that you are eligible for Level 3 Support, please complete the application form as you may be eligible for a contribution towards specific educational purposes (receipts will be required) which can include:

- Costs of transport
- Meals in school
- Books and equipment
- Educational trips.

In addition, for all levels of support the cost of your annual bus pass will be met in full. Please note this is residential postcode dependent and evidence must be provided before payment can be reimbursed.