

High School Sixth Form



16 – 19 Bursary Fund Policy

In September 2011 the Government introduced a Bursary Fund to provide support for Sixth Form students from financially less-advantaged backgrounds, who need some financial support to help them remain in education. This will be made through its funding body – the Education Funding Agency (EFA) for 16 – 18 year olds. The Bursary scheme has been put in place as a partial replacement for the Educational Maintenance Allowance (EMA), which had similar objectives. However, schools colleges and training providers are responsible for awarding bursaries to students.

This document is based on advice provided by the EFA and sets out how the High School Sixth Form will administer and distribute these funds and is divided into the following sections:

1 Eligibility

2 Application and Assessment

3 Payment

4 Appeals

5 Fraud

The High School Sixth Form recognises that offering support to students from financially less advantaged backgrounds requires sensitivity and all information relating to applications will be treated confidentially.

1 Eligibility

Bursaries are intended to support those students from disadvantaged backgrounds.

Students eligible to receive a bursary must be aged under 19 on the 31st of August in the academic year in which they start their programme of study.

Two groups of students are eligible to apply.

Group 1

Young people in care, care leavers, those in receipt of income support and young people receiving Employment Support Allowance who are also in receipt of Disability Living Allowance will be given the highest priority.

This group will be eligible to receive a bursary of £1,200 a year.

Group 2

This group is subdivided into two tiers, based upon income. Payments to students in Tier 1 will be greater than those to Tier 2 and the size of both payments will be dependent on the number of successful applicants.

Tier 1

Students who are eligible for Free School Meals, or whose household income is less than £20,817 per year.

Tier 2

Students whose household income is greater than £20,817 and less than £25,521 per year.

The term '**household income**' refers to the income of the adults in the household who are '**mainly responsible**' for the young person applying for the bursary. For the purposes of the Bursary Fund an adult is

‘mainly responsible’ for the young person if she/he lives with them. The **‘household income’** does not include the income of the student through part-time employment. Students may not undertake any paid employment during the school day in term time (i.e. 8:35 am – 3:30pm, except on the last day of term when the school finishes at 1:30pm). **If any student is found to be completing paid employment during these hours their Bursary Fund payments will be forfeited for the week in which the paid employment occurred on the first occasion. Further occurrences will result in the Bursary Fund being withdrawn for the academic year.**

A contingency fund of 5% will be kept for students who join the High School Sixth Form part way through a year or whose circumstances change during the year.

Who is not eligible for bursary funding?

- Students under 16 years of age or over 19 years of age on the 31st of August in the academic year in which they start their programme of study.
- Students who do not meet the residency qualifications.

2 Application and Assessment

The Director of Post 16 at the High School will make every effort to ensure that all Sixth Form students, parents/carers are informed about the Bursary Fund.

The 2018/19 Bursary application form is available from the Sixth Form Student Support Officer. Alongside the application form students will be asked to provide evidence to support their application, copies of one or more of the following will be requested:

- Proof of Income Support received by a student
- Proof of being in care, or a care leaver
- Proof of receiving Employment Support Allowance and Disability Living Allowance (disabled students only)
- Proof of receiving Free School Meals for the current or previous academic year
- Tax Credit Award Notice (Form TC602)
- P60, or similar if self-employed for the previous tax year.

This evidence must be submitted for ALL ADULTS who are ‘mainly responsible’ for the young person. In order to ensure that students receive payments from the start of Term 1, **application forms and supporting evidence should be submitted to the Director of Post 16, via the Sixth Form Student Support Officer by Friday, 28th September 2018.**

Students will be given a receipt for their application with the date, this should be kept for the students’ records. Students will be informed of the result of their applications by the end of Term 1. Payments to successful claimants will be **backdated to the first day of term**. If a student’s circumstances change they can make applications later in the academic year. In this case payment of claims will be backdated for the shortest period selected from either up to 28 days, or the date of the change of circumstances.

Students are entitled to appeal against any eligibility decision made by the Director of Post 16 at the High School. The appeals process is outlined in section 4 of this document.

3 Payments

Students will be allocated a weekly payment which will be accrued over the period of a fortnight, and paid in arrears at the end of each fortnight. Payments will only be made by BACS directly into the student’s bank account. Cash will not be given under any circumstances.

Any student faced with difficulties in opening a bank account should immediately contact the Director of Post 16. Each weekly payment will be agreed on the basis of the '16-19 Bursary Contract'.

The student must meet a number of requirements outlined in the High School Sixth Form 16-19 Bursary Contract and completion of work to the appropriate standard to receive payments. Should any student fail to meet the requirements of the 16-19 Bursary Contract the school reserves the right to withhold the bursary payment for each week for which the requirements have not been met. Similarly if a student leaves school before the end of the academic year she/he will only receive payments for the time that they attended the High School Sixth Form.

Students entitled to bursaries joining the High School Sixth Form later in the academic year will receive a pro-rata allocation. The High School for Girls is allocated a fixed sum of money to allocate to students on the basis of their eligibility criteria and terms of their 16-19 Bursary Contract.

4 Appeals

Students are entitled to appeal against a decision made in relation to their eligibility for the Bursary or the withholding of weekly payments. They should first raise their concerns with the Director of Post 16, and if such a meeting fails to resolve any differences they should make a written complaint for consideration by the Headteacher. If the student is still not satisfied by the decision of the Headteacher they should make a written complaint to the Chair of Governors of the School. If this fails to resolve any difference students can take their appeal to the Gloucestershire Bursary Management Committee.

5 Fraud

Fraudulent claims for bursary allocations will be referred to the Police. Students found to make fraudulent claims will be required to refund all payments received, and will be asked to leave the school.

September 2018

Signature(s) _____ Director of Post 16

_____ Headteacher