



# Denmark Road High School

## 16-19 Bursary Policy

### 1. Introduction

The 16-19 Bursary is made available due to Government funding through the ESFA. The purpose of the bursary is to provide assistance to students whose access to, or completion of education may be inhibited by financial constraints. Denmark Road High School is responsible for awarding the 16-19 Bursary to students who are assessed as being in need of further support.

Denmark Road High School recognises that offering this type of support to students requires sensitivity and respect for all those concerned. Information relating to all applications will be treated in the strictest confidence

### 2. Eligibility

The 16-19 Bursary are intended to support those students from disadvantaged backgrounds and there are three groups of students who are eligible to apply:

Group 1 – Young people who are: in care, care leavers, receiving Income Support or Universal Credit because they are financially supporting themselves and someone who is dependent on them living with them such as a child or partner, 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

Group 2 – Students who are eligible for Free School Meals or whose household income is less than £20817 per year may be eligible for bursary support

Group 3 – Students whose household income is between £20818 and £25521. Additional funding or payment in kind might be granted to students facing financial difficulty who have unforeseen changes in their circumstances

Students eligible to receive the bursary must be aged under 19 on the 31<sup>st</sup> of August in the academic year in which they start their programme of study. A contingency of 5% will be kept for students who join the Sixth Form part way through the year or whose circumstances change during the year.

#### **Who is not eligible for 16-19 Bursary Funding?**

Students under 16 years of age or over 19 years of age on 31<sup>st</sup> of August in the academic year in which they start their programme of study

Student who do not meet the residency criteria as published in the ESFA funding regulations

( <https://www.gov.uk/government/publications/advice-funding-regulations-for-post-16-provision>)

### 3. Applications and Assessment

Denmark Road High School will make every effort to ensure that all those students eligible to the 16-19 Bursary receive the appropriate level of support. All students joining Denmark Road in the Sixth

Form will receive information about the different levels of support available to students. Downloadable application forms will be available from the Sixth Form Section of the Denmark Road High School website.

Students will be asked to provide evidence of their household income e.g. notice of benefit received from the Department of Work and Pensions. The type of evidence we use for assessing 16-19 bursary allocation includes: the three most recently awarded statements in relation to Universal Credit, Tax Credit Award Notice, evidence of self-employment income or any other recent evidence (no less than 6 months) that can provide evidence of household income.

Applications should be received by Sixth Form Student Support Officer by 30<sup>th</sup> September 2020, no application will be assessed until this date is reached. Application forms will then be processed and students notified by letter of the outcome by Monday 19<sup>th</sup> October 2020. Any payments made will be backdated to start of the academic year where appropriate.

Denmark Road High School fully appreciates that a student's circumstances can change throughout the year. Students can make applications later in the academic year. Payments of any funds can be backdated for up to 28 days.

Students will be able to appeal against any decision taken by Denmark Road High School. Please see section 5

#### **4. Payments**

Where possible, bursaries will be paid in-kind rather than cash. This helps to ensure that the bursary is spent for the reasons it was awarded for. In-kind payments can include travel passes, vouchers or credits for meals, required books and required equipment. Where payments are deemed appropriate these will be made on a fortnightly basis directly into the student's bank account using a BACS transfer. It is advisable for any student who feels they may be eligible for the 16-19 Bursary to open a bank account in their own right.

Payments will be made on the agreement of the "16-19 Bursary Contract". The student must meet the requirements as set out in the contract to receive any allocated payments. Should a student fail to meet the requirement of the 16-19 Bursary Contract the school reserves the right to withhold any payments. Similarly if a student leaves the school before the end of the academic year they will only receive payments/resources for the time that they attended Sixth Form.

#### **5. Appeals**

Students are entitled to appeal against a decision made in relation to their eligibility for the bursary or the withholding of any payments. They should first raise their concern 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 not satisfied by the decision of the Headteacher they should make a written complaint to the Chair of Trustees of the school. If this fails to resolve the situation then students can take their appeal to the Gloucestershire Bursary Management Committee

#### **6. Fraud**

Fraudulent claims for bursary allocations either through the application form or supporting evidence will be referred to the police. Students found to be making fraudulent claims will be required to refund all payments and resources received. Students may also be asked to leave Denmark Road High School.

