



Sixth Form Bursary Policy

Written by: Marcus Wesley

Role: Head of 6th form

Date: 14th Sept 2018

Date of Review: Sept 2019



Overview

This policy describes how the school will distribute the funds allocated by the government in a fair way to support students in undertaking Sixth Form study.

Types of Bursary

There are two types of Bursary available:

1. Bursaries of £1,200 for all young people in the following nominated vulnerable groups:

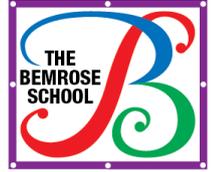
- 👤 Students in care
- 👤 Care leavers (students that were previously looked after for a qualifying period defined by Government)
- 👤 Students claiming income support
- 👤 Disabled young people who receive Employment Support Allowance and Disability Living Allowance

2. Discretionary bursaries to young people facing genuine financial difficulties which may affect their participation in education.

Acceptable reasons

The level of discretionary bursary support provided will be dependent on the costs students can demonstrate they incur through their Sixth Form study. Examples of costs would include (but are not limited to)-

- 👤 Travel to and from school
 - 👤 Personal Protective Clothing or necessary clothing required for a course.
 - 👤 Books, materials and equipment needed for a particular course (such as for art or other practical subjects)
 - 👤 The cost of educational visits related to courses.
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Application

Students with a family income of less than £21,000 can apply for a discretionary award on the form provided. These forms require details of the spending and of the family income. The student's family is defined as the combined income of those people with whom the student usually lives.

To best allocate funds, students will need to have submitted their application forms with supporting evidence by the end of September At the start of the school year. The school recognise that family and individual circumstances can change, therefore applications can be made at any point within the school year. Awards can be made if there is still funding available.

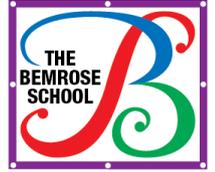
Assessment and evidence of entitlement

The application form will be assessed by the School Business Manager and Head of Sixth Form and the level of payment decided. The application form requires certain proof of income and failure to provide this proof will usually result in the refusal of an award. The maximum award will be dependent on the individual circumstances of each applicant but will not exceed £800 and the total awards will not exceed the funding made available to the school in any one financial year. Should valid requests exceed the amount the school has then a scaling will be applied to awards.

Payment of bursaries

Payments will be made by direct bank payment to the young person following the appropriate Derby City systems.

In some cases, 'in kind' payments may be more suitable; for example, transport passes for school buses or equipment, such as scientific calculators, that the school is able to bulk buy and provide at lower prices.



Conditions of payment

Payment is conditional on good attendance including punctuality. Good attendance means that student's average attendance remains above 95% for the year. All absences must be properly notified and authorised by the school.

Known absences (e.g. medical appointments, University visits etc.) should be notified to the Head of Sixth Form. Holidays during term time and prolonged medical absences will not be paid as the bursary is awarded to support participation in education.

Payment is also conditional of good approach to study. A good approach means that a student works consistently hard in class and endeavours to meet all independent study expectations and deadlines. Once a student has applied for a bursary their attendance will be tracked and study habits monitored.

Behaviour in lessons, around the school and the local community in school hours are also conditions of payment and if concerns about a student's conduct are raised then bursary payments may be declined.

If the student leaves the roll of the school they will no longer be eligible for bursary support

Decisions

An appeal about any decision would be to the headteacher and the relevant governing body committee.

Audit

All application forms including the decision made will be kept for the appropriate period and an audit trail will be maintained on the finance system.



Appendices

Information for students

Application form

Further information on the bursary scheme can be found at <https://www.gov.uk/1619-bursary-fund>



16-19 Bursary-Information for Year 12 and 13 students

What is the 16-19 Bursary Fund?

The fund is made available from the government through its funding body – Education Funding Agency (EFA) for 16-19 year olds. It is designed to help to provide assistance to students whose access to, or completion of, education is inhibited by financial constraints or barriers.

Guaranteed Award: Students aged at least 16 and under 19 years of age on 31/08/17 who are in care, are leaving care, are in **direct** receipt of Income Support (not a parent) or are disabled and in receipt of both Employment Support Allowance and Disability Living Allowance are entitled to a guaranteed award of £1200. If you fall into this category, please see the Head of Sixth Form.

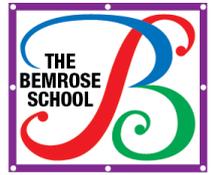
Discretionary Award: If the income of the home in which you live is below £21,000 you may apply for a discretionary award. You can apply for help with books, stationery, equipment, travel, trips. If you would like to apply for help, ask the Head of Sixth Form for an application form. You then need to fill it in and attach any required evidence and then return it to the Head of Sixth Form.

Amount of Awards

The amount of a discretionary award will depend on family income, individual circumstances and a student's choice of Sixth Form level options as certain options may include more costs. The maximum available to any one student in any one year will be £800, the amount available to the school in each year is limited.

When to Apply

You should make your application by the last day in September. You may wish to apply later in the year if your home circumstances change or you have expenses that you were not expecting, funds will be allocated if you qualify if they are still available in the bursary fund.



How the money is paid

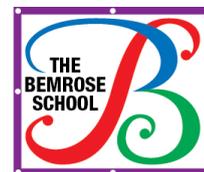
Money can **only** be paid into a bank account in your name. You will need to give these details on a separate application form. If the money is for a trip or for school books etc. the money will be transferred internally in school rather than paying you directly.

Year 13 students

If you applied last year, you will need to reapply this year and provide up to date evidence of your need.

Conditions of Payment

Payment is conditional on good attendance, good punctuality and a good approach to study. Bursary payments can be withheld if these conditions are not met.



Confidential
16-19 Bursary Fund for students 2018-19

Part 1. Student details	
First names	Surname/Family Name
Date of Birth	Age on 31 August 2018
Home address	Home telephone number
	Mobile telephone number
	Email address (if you have one and use it regularly)
Postcode:	
Have you been resident in the UK and Islands for the whole of the three year period preceding your course? Yes <input type="checkbox"/> No <input type="checkbox"/> If 'No', please give the date you moved to the UK.	

Part 2. Parents' or guardians' details	
Surname	Title and first name
Address (if different from above)	Contact telephone numbers:
	Parents' email address:
Postcode:	

Part 3. Household details		
Please state who you live with and their relationship to you		
Name	Relationship to you e.g. mother, father, brother, sister, partner etc	Age if under 16

If any of the following circumstances apply to you, please tick the appropriate box:	
• you are 16-18 in receipt of Income Support	<input type="checkbox"/>
• you are 16-18 and looked after by the Local Authority	<input type="checkbox"/>
• you are a 16-18 Care Leaver	<input type="checkbox"/>
• you are a 16-18 disabled young person in receipt of Employment Support Allowance and also in receipt of Disability Living Allowance	<input type="checkbox"/>
• household income of less than £21000	<input type="checkbox"/>



Part 4. Please indicate the help you require by ticking the appropriate boxes

Travel costs	<input type="checkbox"/>
Essential course costs (books, trips, equipment, materials etc)	<input type="checkbox"/>

Part 5. Evidence required to support your application:

Receipt of Income Support by young person	An award letter which is less than three months old on the date of application
Disabled young person	A letter setting out the receipt of Employment Support Allowance and also in receipt of Disability Living Allowance
Looked After or Care Leaver	Written confirmation of your current or previously looked after status from the local authority which looks after you or provides your leaving care services
Working Tax Credit / Child Tax Credit	Pages 1-4 of your parent's/guardian's most recent Tax Credit Award

Note: If you do not have the specified evidence, please contact the institution to discuss possible alternative evidence options. You can also attach a letter outlining any special circumstances that may apply in your case.

Part 6. Declaration

I certify that the information given above is correct and understand that the institution has the right to reclaim any funds and equipment costs, if I am found to have provided incorrect information or do not complete my course.

Signature of parent/guardian or student if living independently:

Date:

REMEMBER:

Your application will not be assessed **unless you give your full details and include documentary evidence asked for in Part 5**

Please return this form to:

Mr M Wesley

The Bemrose School

If you need any information or support please contact **Mr Wesley** on **01332 366711** or email **mwesley@bemrose.derby.sch.uk**