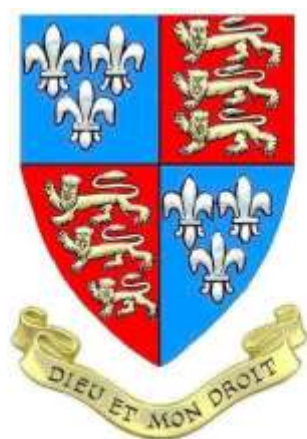


# King Edward VI Grammar School



## 16-19 Bursary Fund Policy

**2018-19**

Author: Mr. J. Lascelles  
Designation: Headmaster  
Date: September 2018

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Chair of Governors: Andrew Harrison  
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# **KING EDWARD VI GRAMMAR SCHOOL**

## **16–19 BURSARY FUND POLICY 2018/19** **Information for Students**

The 16-19 Bursary Fund is an EFA (Education Funding Agency) fund. It is targeted at students who face the greatest financial barriers to participation and are unable to stay in education without financial assistance with course related costs such as transport, meals, books and equipment.

### **Bursary Standards and Criteria**

The 16-19 Bursary Fund is a limited fund and is conditional on students meeting the standards and criteria detailed below. To be eligible to receive and to continue to receive a discretionary bursary, the student must satisfy the following school standards and criteria:

- Students must be aged 16 or over and under 19 on 31 August 2018 (Where a young person turns 19 during their programme of study, they can continue to be supported to the end of the academic year in which they turn 19, or to the end of the programme of study, whichever is the sooner).
- Students must maintain an 85% attendance rate with punctuality and behaviour being exemplary.
- Students must not have broken the terms of their Sixth Form contract.
- Any change in circumstances should be reported to the school. If the change requires further funding, appropriate evidence is required (suitable adjustments to the above evidence requirements may be made mid-year). Payments under these circumstances will be limited by the size of the contingency available and by the ability of the school to gain additional funding from the EFA if required.
- Student reports must exhibit no inadequate effort at all.
- Students must be registered on a full time, full attendance course at the school.
- Students must have been ordinarily resident in the UK for the last three years.
- The school reserves the right to ask for additional evidence where the evidence supplied lacks the clarity needed, especially with regard to time frames. Please ensure that any evidence is as current as possible.

These standards will be considered by the Remissions Panel when the bursary applications are reviewed. The Remissions Panel have the right to withdraw a bursary during the academic year should one or more of the standards not be met.

### **Vulnerable Bursary Fund**

A vulnerable bursary fund of £1,200 is available for students who are in one of the defined vulnerable groups:

- in care
- care leavers
- receiving Income Support, or Universal Credit because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and 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

### **Discretionary Bursary Fund**

**A discretionary bursary of up to £900 is available for students who are unable to stay in education without financial help for course related costs** e.g. equipment, text books, transport costs

(contribution towards bus pass), meals, exam re-sit fees, uniform/clothing, educational visits/trips associated with their course of studies and visits to University Open Days.

*(Although the discretionary bursary is up to £900, in exceptional circumstances the Remissions Panel can agree to an increased level if sufficient evidence is provided and funds allow).*

## **Eligibility**

Students with a total household income below £25,000 are eligible for a discretionary bursary.

In order to assess Bursary eligibility the School must see proof of income for working families and for non-working families', evidence of household benefits. Examples of documentary evidence that will be used to take account of the young person's household income/benefit received are; P60, Tax Credit, Income Support, Universal Credit Award Notice, other benefits letter or evidence of self-employment income etc. Where Universal Credit has replaced other benefits it would be helpful if parents can clearly identify on their application which benefit this has replaced.

In addition the school will consider individual family circumstances which may impact on the student (e.g. number of siblings, single parent household, caring for a sick relative etc.) or other exceptional circumstances which means the student is unable to stay in education without some financial assistance.

Current or previous student entitlement to Free School Meals in Year 11, 12 and 13 will be taken into account when applications for discretionary bursaries are considered.

All evidence submitted must be original and current. If we require further evidence we will contact you. All documents will be returned with the decision letter.

**Payment Arrangements** – Payments will be made by BACS in three equal instalments; by 7<sup>th</sup> December 2018, at the start of the term in January and at the start of the term after Easter (usually April), subject to receipt of the funds from the relevant authorities. It is a condition of the EFA that the 16 – 19 Bursary is paid directly the student. Please ensure the bank account details provided relate to a student and not a parent / guardian.

## **Allocation Methodology**

Students are required to apply using the application form (see Appendix One). This should be handed in to the Learning Mentors in Norton Lodge in an envelope marked '16–19 Bursary Fund' **by Friday 16th November 2018 (subject to Local Governing Body Approval)**, along with all supporting documentation.

The Remissions Panel will consist of members of the Sixth Form Team who will meet to consider and assess all bursary applications received.

**Students will receive the decision of the panel, in writing, no later than Friday 23<sup>rd</sup> November 2018.**

When considering applications, the Remissions Panel takes account of the total value of the 16-19 Bursary Fund received (after deduction of the 5% administration fee) and allocates discretionary bursaries to no more than the value remaining. The level of bursary awarded is tiered, so that the highest bursaries are awarded to those in most need who cannot stay in education without financial help.

The Remissions panel will ensure that those students being considered for a discretionary bursary have met the agreed Bursary standards and criteria detailed in the policy and have the right to withdraw a bursary during the academic year should one or more of the standards not be met.

The Remissions Panel will assess the young person's actual need for financial assistance based on the documentary evidence provided and take account of any allowances, exceptional circumstances or other sources of financial support/income before determining whether to award a discretionary bursary and

establishing the amount that is awarded. This assessment will be documented and retained for audit purposes.

All documents received as supporting evidence will be treated in the utmost confidence and will be returned with the Bursary application decision letter.

Young people currently or previously in receipt of Free School Meals do not automatically receive a discretionary bursary, they must apply in order to be considered. The panel may consider current or past eligibility for free school meals when making their decision.

The Remissions Panel will assess each claim individually and authorise payments up to the discretionary bursary financial level. In exceptional circumstances the Remissions Panel can agree an increased level of discretionary bursary if sufficient evidence and supporting information is provided and funds allow.

The Remissions Panel follows the guidance below, from the DfE, with regard to assessing applications on the basis of Universal Credit:

However, the Department for Education is aware that some institutions are unsure about how to use Universal Credit award notices when these are offered as evidence of household income. The Department suggests institutions may wish to ask for the 3 most recent monthly award statements. The take-home pay figure in addition to the amount of Universal Credit after all deductions have been made will give a total monthly income. Using 3 months statements will act as a guide to the household income for a quarter of a year. Institutions could then estimate assumed income for a full year.

If your circumstances change during the year, please speak to the Sixth Form team, who may advise a late application. A small emergency fund will be retained for this purpose. Any unspent funds at the end of the academic year will be used in the following year solely for 16–19 bursaries.

The School Accounts Officer will arrange for 5% of the total Bursary fund to be accounted for as an administration fee in the school accounts as per the issued EFA guidelines.

Appeals may be made, in writing, to the Headmaster. They must include further, new evidence or clarification of previously provided evidence with reasons for the appeal. Appeals must be made within one week of the decision being issued to the student.

James Lascelles

Headmaster

King Edward VI Grammar School

King Edward VI Grammar School is part of King Edward VI Education Trust.

## 16–19 Bursary Fund Application Form 2018/19

Please complete the application form and hand in to the Learning Mentors in Norton Lodge in an envelope marked '16–19 Bursary Fund' by Friday 16<sup>th</sup> November 2018 (subject to Local Governing Body Approval). Applications will only be accepted if completed properly and accompanied by the appropriate, **original** evidence and supporting information. Please ensure that you have fully read and understood the policy and bursary eligibility/criteria before submitting an application. All information will be treated in the strictest confidence.

<b>Student Details</b>					
Title:		First name:		Surname:	
DOB:			Age: (You must be 16, 17, 18 (and under 19) on 31 <sup>st</sup> August 2018 to apply)		
Address:					
Postcode:		Telephone:		Email:	
Have you the right of abode and been resident in the UK for the last 3 years?				Yes <input type="checkbox"/>	No <input type="checkbox"/>

<b>Bursary Criteria</b>
To qualify you must be aged 16 or over and under 19 on 31 August 2018 and meet the EFA's residency criteria. The bursary is paid to enable you to attend training with us and will only be paid if your attendance and behaviour meet the required standard.

<b>Vulnerable Bursary Criteria</b>	
To qualify you must fall into one of the below categories and produce the required evidence as stated.	
Are you (the student) in receipt of Income Support or Universal Credit in place of Income Support? (evidence required - Income Support or Universal Credit Statement Letter)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Care Leaver or currently looked after in care or an unaccompanied asylum seeker? (evidence required - letter from Local Authority)	Yes <input type="checkbox"/> No <input type="checkbox"/>
In receipt of <b>both</b> Employment and Support Allowance or Universal Credit and Disability Living or Personal Independence Payments in your own right (evidence required, financial statement showing <b>both</b> ES + DLA/PIP)	Yes <input type="checkbox"/> No <input type="checkbox"/>

**OR**

## Discretionary Bursary Criteria

Your household income is one of the criteria which will help us to assess your application. If your **TOTAL** Household income exceeds £25,000 per annum; you may not be eligible for a Bursary payment, but if exceptional circumstances mean that you may be unable to stay in education without some financial assistance, please detail them below for further consideration:

Please tick to indicate what type of evidence you have provided. If you cannot provide evidence then we cannot process your application for bursary payments. The evidence should be as up-to-date as possible.

P60	<input type="checkbox"/>	Income Support/Universal Credit (award letter)	<input type="checkbox"/>	Tax Credit Award Notice (TC602)	<input type="checkbox"/>
Self-employed earnings (official tax return)	<input type="checkbox"/>	Other benefits/pension (award letter)	<input type="checkbox"/>	Wage slips for household	<input type="checkbox"/>

Number of dependent children in the household:

Assistance Requested – Please provide details	Amount Required	Per Year or Term etc.
<b>Travel:</b>		
<b>Meals:</b>		
<b>Clothing:</b>		
<b>Equipment</b>		
<b>Books:</b>		
<b>Other (Please detail)</b>		

If there are extenuating circumstances within you household that have not been covered above but you would like us to consider as part of this application, please provide the information here:

**Please provide your bank details below, as printed on your bank card or statement.**

**Bursary payments will be paid directly into Students bank accounts only (by BACS).**

Student Account Name: \_\_\_\_\_

BIB Reference (Admin use): \_\_\_\_\_

Account Number:

Sort Code:

## STUDENT DECLARATION

- I declare that the information on this form is true and accurate to the best of my knowledge.
- I have made this claim for Bursary payment, fully aware that any false statements can lead to withdrawal/refusal of any financial support and may leave me open to prosecution.
- I understand that if I refuse to provide information which may be relevant to my claim, the Application will not be accepted.
- I understand that monies I receive under the Bursary Scheme will be paid on condition of standards of attendance and behaviour, as explained in the Bursary Fund – Information for Students.
- I will attend regularly and complete the course for which my bursary is supporting me.
- When changes to my household financial circumstances occur (which may result in changes to my claim), I confirm will notify my institution immediately.
- I will notify my institution immediately with any changes to my Bank/Building Society details.
- I understand that monies I receive under the Bursary Scheme have been awarded to provide me with financial support to allow me to continue in education, and if I leave education all financial support will stop.
- I understand that I do not have an automatic entitlement to Bursary payments, and all payments are based on the information I have provided.
- I am clear that the Bursary payments I receive are to provide me with means to remain in education and are to be used for items such as: books, equipment, travel costs, meals, additional costs i.e. trips, miscellaneous course costs.
- I understand I have the right to appeal if I disagree with the outcome of my Bursary Application. The appeal can be made in writing to the Headmaster.

**I confirm I have read the '16–19 Bursary Fund Policy 2018/19 - Information for Students' which was given to me with this application.**

**Applicant Signature:**

**Date:**

**Parent/Carer Signature:**

**Date:**

<b>FOR OFFICE USE ONLY:</b>	
<b>VALUE OF BURSARY APPROVED:</b>	
<b>EVIDENCE SEEN:</b>	
<b>APPROVED BY:</b>	
<b>DATE:</b>	