



KEVIGS

Sixth Form

16-19 Bursary Fund

2024/2025 Policy

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KEVIGS Sixth Form

16-19 Bursary Fund 2024/2025 Policy

Outline

King Edward VI Grammar School is in receipt of government funding for the academic year 2024/2025 from the 16-19 Bursary Fund. The purpose of this funding is to widen participation in Post-16 Education, by helping students to overcome any financial barriers that they may face, such as transport, meals, books and equipment.

Awards Procedure

Funding for identified Vulnerable Bursary students (below) is applied for by the school on a case by case basis. 100% of the funding received for the Vulnerable Bursary will be paid directly to the student.

Funding for the Discretionary Bursary (below) is awarded to the school annually. Although bursary funding has been confirmed for 2024/2025, it should be noted that this is awarded on a yearly basis, and we cannot guarantee that funding will be available in future years. This allocation will be awarded to students as follows:

- 5% of total allocation will be retained by the school to cover administration fees.
- Funds will be allocated to any Discretionary Bursary student on a case by case basis, where there is a financial need. Payments will be given to support specific educational purposes, and will be made in kind wherever possible.
- A proportion of the fund will be retained as a contingency fund to accommodate students who may become eligible for the Bursary during the academic year, or who are facing extreme financial hardship.

King Edward VI Grammar School will determine the eligibility criteria for discretionary bursaries. The 16-19 Bursary will only be awarded to a student who is eligible and facing genuine financial barriers to participating.

In exceptional circumstances, the school may be able to offer a discretionary bursary to students who do not otherwise meet the eligibility criteria, but are in need due to their individual situation.

The initial deadline for Bursary applications for 2024/2025 is **04/10/2024**. Applications may be received after this date, but in this case, funds may be allocated on a pro-rata basis.

Bursary Funding Categories

Category	Eligibility Criteria	Award Available
Vulnerable Bursary	<ul style="list-style-type: none"> Students in care; Care leavers; Students receiving Income Support, or Universal Credit because they are financially supporting themselves or financially supporting themselves and someone who is dependent upon them and living with them; Students 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. 	<ul style="list-style-type: none"> Meal Allowance (Breakfast and Lunch Allowance of up to £50 p/m, credited to Wisepay); Travel Allowance (Up to the full amount for a Post-16 Bus Pass, paid in 3 equal payments via BACS, or directly to the provider); Books/Stationery (Value determined on application, paid in 3 equal payments in via BACS); Educational Trips (Full amount as required, credited to Wisepay); University Visits (£50 per visit, up to 3 visits per year, paid via BACS); UCAS Application (Full amount as required, paid via BACS). Laptops: Students without use of their own computer can be loaned a laptop to use for the duration of their studies at KEVIGS.
Discretionary Bursary (Full Award)	<ul style="list-style-type: none"> Students with a total annual household income of below £35,000. 	<ul style="list-style-type: none"> Meal Allowance (Breakfast and Lunch Allowance of up to £50 p/m, credited to Wisepay); Travel Allowance (Up to the full amount for a Post-16 Bus Pass, paid in 3 equal payments via BACS, or directly to the provider); Books/Stationery (Value determined on application, paid in 3 equal payments in via BACS); Educational Trips (Full amount as required, credited to Wisepay); University Visits (£50 per visit, up to 3 visits per year, paid via BACS); UCAS Application (Full amount as required, paid via BACS). Laptops: Students without use of their own computer can be loaned a laptop to use for the duration of their studies at KEVIGS.
Discretionary Bursary (Travel Award)	<ul style="list-style-type: none"> Students with a total annual household income of £35,001-£60,000. 	<ul style="list-style-type: none"> Travel Allowance (Up to the full amount for a Post-16 Bus Pass, paid in 3 equal payments via BACS, or directly to the provider).

Eligibility

To be eligible to receive a 16-19 Bursary in the 2024/2025 academic year:

- Students must be aged over 16 years and under 19 years on 31st August 2024.
- Students aged 19 or over are only eligible to receive a discretionary bursary if they are continuing on a study programme they began aged 16 to 18 (19+ continuers) or have an Education, Health and Care Plan (EHCP). These 2 groups of aged 19+ students can receive a discretionary bursary while they continue to attend education (in the case of a 19+ continuer, this must be the same programme they started before they turned 19), as long as their eligibility continues and their institution considers they need the support to continue their participation.
- Students must satisfy the residency criteria set out in the EFA Funding Guidance. *(A person on 1st September 2024 who is resident in the UK, and has been ordinarily resident in the UK and Islands for the three years preceding the 1st September 2024).*
- Students should be participating in provision that is subject to inspection by a public body that assures quality and is funded within the relevant guidelines. *(Attendance at King Edward VI Grammar School meets the criteria).*
- **To receive the Vulnerable Bursary, students must meet the criteria set out on Page 2 (Bursary Fund Categories, Vulnerable Bursary).**
- **To receive the Discretionary Bursary, students must meet the criteria set out on Page 2 (Bursary Fund Categories, Discretionary Bursaries).**
- **Students are required to provide supporting documentation with their application which provides evidence of all household income.*

Standards and Criteria

The 16-19 Bursary Fund is a limited fund and is conditional on students meeting the standards and criteria defined by the school. In addition to meeting the requirements outlined under 'Eligibility', the student must satisfy the following school standards and criteria to receive a discretionary bursary:

- Students must maintain a 95% 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.
- 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.

Evidence of Household Income

In order to assess Bursary eligibility, the school must see proof of **all household income** for working families and for non-working families', including 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;
- Evidence of self-employment;
- Tax Credits award notice;
- Income Support award notice;
- Universal Credit award notice, from the previous 3 months. Where Universal Credit has replaced other benefits it would be helpful if parents can clearly identify on their application which benefit this has replaced.

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. DfE guidance states that giving false or incomplete information that leads to incorrect or overpayments may result in future payments being stopped and incorrect funds being recovered. This could result in a referral to the police with the possibility of the student and/or their family facing prosecution.

If we require further evidence we will contact you. All documents will be returned with the decision letter.

Applications

For Year 12 Applicants and New Year 13 Applicants:

- Students are required to complete the 'KEVIGS 16-19 Bursary Application Form', which can be found [here](#).
- This needs to be submitted along with supporting evidence (emailed to 16-19Bursary@kevigslincs.sch.uk), no later than **04/10/2024**.

For Current Year 13 Applicants:

- Students are required to complete the 'KEVIGS 16-19 Bursary Application Form', which can be found [here](#). This needs to be submitted no later than **04/10/2024**.
- Students are required to sign a declaration on application to confirm that their financial circumstances have not changed. Year 13 students currently in receipt of the 16-19 Bursary **do not** have to provide evidence of household income again.

The Remissions Panel will meet on 11/10/2024 to consider and assess all bursary applications received by 04/10/2024. The panel will consider each application and supporting documentation in the strictest confidence. **Students will receive the decision of the panel, in writing, no later than 18/10/2024.**

Appeals may be made, in writing, to the Headteacher. 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.

Applications Timeline

Applications OPEN for 2024/2025	1 st July 2024
Applications DEADLINE for 2024/2025	4 th October 2024
Award Letters Issued for 2024/2025	18 th October 2024
(New Applications) Initial Meal Allowance (Wisepay Credit)	1 st November 2024
BACS Instalment (1/3)	15 th November 2024
BACS Instalment (2/3)	15 th January 2025
BACS Instalment (3/3)	15 th April 2025