

16-19 BURSARY POLICY

2018-19

**Information for students,
parents/carer and staff**

1.0 Overview of the 16-19 Bursary Fund

The 16-19 Bursary Fund provides financial support to help students overcome specific barriers to participation so they can remain in education.

There are two types of 16-19 bursaries:

- A vulnerable bursary of up to £1,200 a year for young people in one of the defined vulnerable groups
- Discretionary bursaries which institutions award to meet individual needs, for example, help with the cost of transport, meals, books and equipment.

The Girls' Learning Trust (the 'Trust'), together with the Local Governing Bodies of Nonsuch High School for Girls (NHSG), Wallington High School for Girls (WHSG) and Carshalton High School for Girls (CHSG) (the 'Schools'), is responsible for managing both types of bursary.

Funding is provided by the Education & Skills Funding Agency (ESFA) and the School is regulated by the ESFA in the administration of these benefits. The 16-19 Bursary Fund Guide: 2018 to 2019 academic year sets out the guidelines for institutions and can be found here:

<https://www.gov.uk/guidance/16-to-19-bursary-fund-guide-2018-to-2019-academic-year>

Further information for students can be found here:

<https://www.gov.uk/1619-bursary-fund>

2 Eligibility

To be eligible to receive a 16-19 Bursary, a student must be aged under 19 on 31st August in the academic year in which they start their programme of study and must satisfy Educational Funding Agency (EFA) residency criteria. However, you can apply to a discretionary bursary if you're over 19 and either:

- continuing on a course you started aged 16 to 18 (known as being a '19+ continuer')
- have an [Education, Health and Care Plan \(EHCP\)](#)

3.0 Three levels of 16-19 Bursary payments

3.1 Level One: Vulnerable Students

£1,200 per year if a student is in one of the following defined vulnerable groups:

- in care
- care leavers
- in receipt of Income Support, or Universal Credit in place of Income Support, in their own right
- in receipt of Employment and Support Allowance (ESA) or Universal Credit and Disability Living Allowance (DLA) or Personal Independence Payment (PIP) in their own name

For vulnerable bursaries, the School will draw down funding (by submitting a funding claim) from the Student Bursary Support Service (SBSS) when they have identified students who meet the vulnerable bursary criteria.

The School can pay a vulnerable student more than £1,200 if they assess they need extra help to remain in education. Any payments over the £1,200 must be paid from their discretionary bursary allocation or from their own funds.

3.2 Level Two: Discretionary Bursary (Free School Meals)

Approximately £800 per year depending on the funds available.

This bursary will be available for those students in receipt of Free School Meals.

Students may apply for funds for specific educational purposes (see Section below), in consultation with their subject teachers and Head of Department. The Bursary Panel will assess each claim and authorise payments up to the permitted maximum. No student will receive more than £800 per year.

3.3 Level Three: Discretionary Bursary

Approximately £500-£750 per year, funds permitting.

This bursary will be available to students with an 'identifiable financial need' who do not fall into Levels One or Two above.

Students may apply for funds for specific educational purposes (see Section below), in consultation with their subject teachers and Head of Department. The Bursary Panel will assess each claim individually and authorise payments.

4.0 Conditions

Students must also satisfy the following conditions, at the discretion of the School:

- The student's level of unauthorised and unexplained absence from all lessons in the previous year must be no greater than 5%. The School reserves the right to withdraw funding if attendance falls below 95%;
- Prolonged absence must be supported by medical evidence (if attendance falls below 95%);
- The student must be up-to-date with all work commitments;
- The student must not have broken the terms of the Sixth Form Agreement/Contract.

Students must inform the Headteacher in writing of any changes to their personal or financial circumstances.

5.0 Specific Educational Purposes

The purpose of the 16-19 Bursary is to address financial difficulties in accessing education in the Sixth Form. **Applicants must specify on their Application Forms what they want to use the bursary funding for.** Examples include:

- Essential books and equipment relevant to the courses being studied and not already provided
- Educational trips relevant to the curriculum being studied.
- Transport costs (i.e. getting to school)
- Costs of clothing to meet the Sixth Form dress code and/or specialist clothing
- Fees for university entrance tests, such as BioMedical Admissions Test (BMAT) and UK Clinical Aptitude Test (UKCat) and similar entrance tests
- Fees for outside agency practice interviews for university
- Meals (note: this is not likely to be applicable if Free School Meals are available)
- Travel to university open days, or similar events

Students must retain copies of receipts to evidence the proper use of bursary funds in accordance with the specific educational purposes (see previous page). Spot checks may be undertaken by members of the Trust/school staff from time-to-time.

6.0 Application Process

6.1 Timing

Students should apply for a 16-19 Bursary as soon as possible after admission in September. The deadline (autumn term) for receipt of applications is the **Friday 28th September 2018** and the Bursary Panel will aim to sit as soon as possible thereafter.

Applications received later in the academic year will be reviewed subsequently, and subject to remaining funds being available. The 16-19 Bursary is funded every year via the Education Funding Agency. Once the funding has been allocated during the year, the School will not be able to make any further grants until new funding is received in the new academic year.

6.2 Application Forms & Supporting Documentation

Applicants should complete the 16-19 Bursary Application Forms. The Application Form comprises 4 sections that are required for every application:

- (1) Learner Information
- (2) Financial Support Requested
- (3) Level of Funding Sought
- (4) Parent/Carer Information

It is important that the student fills in Part 2 of the Application Form 'Financial Support Requested' and specifies the proposed use of the funds. In some cases, the School may organise the direct purchase of equipment, books and materials and secure places on forthcoming visits. For directly incurred expenses (such as travel), arrangements will be put in place for payments direct to the student's bank account.

6.3 Supporting Documentation

Supporting documentation must be provided to establish financial need, as set out in the Application Forms. Students and parents/carers are required to sign section 4 when a Level 3 Bursary is applied for and should be aware that if false or incomplete information is submitted, or if they do not tell us about any part of their income that is relevant, the matter may be referred to the Department for Education or the police. The student could face prosecution and we will seek to recover any payments for which the student is not eligible.

6.4 Submitting the Application Form & Supporting Documentation

Forms should be submitted to the **Sixth Form Office**, marked '**For the attention of the Headteacher – 16-19 Bursary**'.

6.5 Decision

The Bursary Panel will review all applications and determine the eligibility (or otherwise) of applications and the Level of any award to be made (ie whether the student should receive a Level 1, Level 2 or Level 3 award). Students will be notified as soon as possible.

7.0 Bursary Panel & Appeals

7.1 Bursary Panel

The Bursary Panel is responsible for deciding who receives the awards based on the criteria outlined. The Panel is established by the Headteacher of each School, and will comprise at least 3 of the following:

- Headteacher
- Assistant Headteacher (Director of Sixth Form)
- Assistant Headteacher (Student Welfare)
- Director of Finance & Operations
- Inclusion/Finance Support Staff (in attendance)

7.2 Appeals

Appeals relating to any 16-19 Bursary matters should be made to the Bursary Panel and addressed to the Headteacher in the first instance.

Further appeals should be made using the Trust Complaints Policy (available from the school website).

8.0 Exceptional Circumstances

The Trust and the Schools recognise that they cannot cover every eventuality in this procedure. Therefore, in exceptional circumstances, parents/carers may apply in writing to the Headteacher for a discretionary bursary, outlining the specific circumstances with supporting documentation. A decision will be taken by the Bursary Panel, at the sole discretion of the School and will be dependent on funds being available.