

**Skegness Grammar School****16 to 19 Bursary Policy**

Date Last Reviewed:	September 2017
Date Due for Review:	September 2018



What is the 16-19 Bursary Fund?

A key priority of the Government is to close the gap in attainment between those more disadvantaged than affluent and to ensure every young person participates and benefits from a place in 16-19 education and training.

The Government provides funding to challenge those who may be disadvantaged through the Education Funding Agency's (EFA) funding formula and through support to help young people meet the costs of participating in education and training post-16, principally through the 16-19 Bursary Fund.

The 16-19 Bursary Fund has two elements:

1. A bursary of £1,200 a year for young people in the following defined vulnerable groups:
 - young people in care, including unaccompanied asylum-seeking children
 - young care leavers
 - young people getting Income Support or the equivalent Universal Credit (UC) in their own right
 - young people who are disabled and get both Employment and Support Allowance (ESA) (or Universal Credit as a replacement for ESA) and either Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in their name.
2. Discretionary awards made by institutions to young people in ways that best fit the needs and circumstances of their students. Bursary awards should be targeted towards those young people who face the greatest financial barriers to participation; such as the costs of transport, meals, books and equipment.

Skegness Grammar School will determine the assessment criteria for eligibility for discretionary bursaries and the frequency of and conditions for payments for all awards. The 16 – 19 Bursary will only be awarded to a student who is eligible and facing genuine financial barriers to participation.

Who is eligible to apply for the 16-19 Bursary?

Students must satisfy the following criteria:

- be aged 16 or over but under 19 at 31 August 2017 or
- be aged 19 or over at 31 August 2017 and have an Education, Health and Care Plan (EHCP)
- be aged 19 or over at 31 August 2017 and continuing on a study programme they began aged 16 to 18 ('19+ continuers')
- Students who are in care, care leavers, in direct receipt of Income Support or Universal Credit or are disabled and in receipt of both Disability Living Allowance or Personal Independence Payments and Employment Support Allowance (or Universal Credit as a replacement for ESA) in their own right.
- Students must meet the residency criteria in the EFA 2017 to 2018 academic year funding regulations for post-16 provision

- Students should be participating in provision that is subject to inspection by a public body that assures quality and must also be funded within the relevant guidelines.

Bursary Fund Levels

The 16 – 19 Bursary is a limited fund and the School will prioritise allocation.

1. Level One (Vulnerable):

Students eligible for the vulnerable bursary (see previous criteria shown) will be required to provide evidence of such eligibility. Level One Bursary will be paid in 38 weekly term time instalments. The payment will be made by cheque to the student and can be collected from the Main School Office at the end of school, each Friday.

2. Level Two (Discretionary):

Students who meet the following criteria may be eligible for a level two discretionary bursary of up to £800 a year if you:

- are in receipt of Free School Meals
- the gross household income is less than £20,000 per annum
- Your household is in receipt of other income means-tested benefits

Evidence requirements for students in this category is as follows:

- certified letter from the Local Authority confirming receipt of Free School Meals
- P60 for tax year 2016/17 or March 2017 payslip (additional evidence will also be required)
- Evidence of Benefits
- HM Revenue and Customs 2017/18 award notice (complete document)
- Evidence of self-employment income tax year 2016/17
- Grants or Bursaries – copies of relevant paperwork
- Evidence of any unearned income such as shares/investments, savings and rental income

Level Two Bursary will be paid in equal instalments by BACS payment to the student in arrears on a half-termly basis.

3. Level Three

Students who have an identifiable financial need and do not fall into levels one or two may be eligible for a level three bursary. This is a discretionary bursary for specific educational purposes such as educational trips, books and equipment. The gross household income must be below £25,000.

Evidence requirements are the same as the level two bursary award.

Receipts will be required for purchases and payments will be made by internal transfer or BACS payment to the student on an ad-hoc basis.

Contingency Fund

Skegness Grammar School will reserve an amount of their bursary funding to accommodate any changes in students circumstances, should they occur.

Assessment

Initially, students who are eligible for any level of funding should complete the application form and hand it to the Sixth Form Administrator as soon as possible after admission in September. The closing date for applications will be **Friday 22 September 2017**.

All applications will be dealt with in the strictest of confidence. A student in receipt of any level of bursary must inform the Sixth Form Administrator of any changes to family circumstances that may affect the support during the academic year.

Students who become eligible during the course of the academic year should contact the Sixth Form Administrator, so that they can make an application for funding based on their new circumstances.

Applications will be reviewed three times per year; September, December and April. Applications will need to be submitted at the beginning of the Autumn, Spring and Summer terms. Dates will be published for students in the Sixth Form Centre.

Students who are deemed eligible to receive the level two or level three support should be aware that to continue to receive their full allocation of bursary/funding, they must fulfil the attendance requirements and maintain acceptable levels of behaviour, as outlined in the Sixth Form Agreement.

After a bursary has been awarded, students will receive a Skegness Grammar School Bursary Contract. This should be signed by the student to acknowledge compliance with the terms and conditions. This must be returned to the Sixth Form Administrator before any payment will be made.

Students and their families should be aware that giving false or incomplete information which results in an overpayment will mean that we will stop any future payments, and seek repayment of anything paid so far. The matter may also be referred to the police with the possibility of the student and/or their family facing prosecution.

Attendance Requirements

The half-termly award can only be paid in full for attendance of 85% or above over the half-term. If a student has less than 85% attendance for the half-term, the award will be calculated on their actual attendance percentage for that period.

Approved educational trips, representative activities, official school closures and Home Study (for eligible Year 13 students) will be counted as an attendance. Any 'N' codes on a student's attendance record will count as an absence. Students can check their attendance record on the Attendance noticeboard in the Sixth Form Centre.

If students are unacceptably late to lesson or registration, then these will count as an absence and therefore, will affect their payment.

Attendance Appeals

Prior to each half-termly payment, the student will receive a statement for the previous half-term listing any absences and the intended award for that period. If the student wishes to appeal against the decision, they must do so in writing within the time indicated on the bursary statement. Any appeals against the decision will be handled in School by the Head of Sixth Form. The School is obliged to provide only one appeal hearing; an appeal decision is final.

Payments

Notification confirming the receipt of the student's application for the 16 – 19 Bursary and outlining the support allocation awarded, along with an outline of the payments, will be provided to the student.

As the bursary is based on student's attendance, half-termly payments will be made in arrears. All payments will be made by BACS payment to the student. Students should ensure that they have their own bank account. Cash payments will not be permitted.

Appeals

Any student wishing to appeal against the support level allocated should do so in writing within two weeks of receiving their letter of support allocation. Appeals should be made to the Sixth Form Administrator. It is expected that further evidence to support the funding request will be provided by the student if called upon.

As and when required, the School will provide guidance and/or further clarification. The contact for this is the Sixth Form Administrator.

This policy is compliant with due regard to The Equality Act.