

16-19 Bursary Fund Policy and Guidelines

The decision to authorise payments will be made by the Bursary Panel. The Bursary panel will meet on a termly basis to consider requests for financial assistance. Panel meetings will happen every term on the Monday immediately after the deadline. In order to be eligible for a bursary payment, students will need to complete the Bursary Application Form prior to this meeting. The Panel's deliberations and decision will be based upon the guidance provided by the Education Funding Agency. These are namely publications that can be found on Department for Education Website.

Eligibility

To be eligible to receive a bursary the student must be aged under 19 on 31st August in the academic year in which they started their programme of study and must satisfy Education Funding Agency residency criteria.

To access the bursary and to continue to receive an awarded bursary the student must satisfy the following conditions:

- The student should not have unauthorised absences or unexplained absences from any lessons; and
- The student must not have broken the terms of the school's Sixth Form Student Agreement.

If these conditions are not met, then the next payment will not be authorised.

The Two Levels of Bursary Fund Payment

Level One

Financial Assistance: £1,200 per year (£600 in Term 1, £300 in Term 3, £300 in Term 5).

Target Group: Young people in care, care leavers, young people in receipt of income support and disabled young people in receipt of Employment Support Allowances who are also in receipt of Disability Living Allowance.

Payment: BACS transfer at the start of Term 1, Term 3 and Term 5.

Level Two

Financial Assistance: Up to a maximum of £800 in response to a request or requests, but if a request warrants it, up to a maximum of £1,200.

Target Group: Students in receipt of Free School Meals or means tested benefits and low household income up to £30,000pa.

Payment: Students apply for funds for specific education purposes. The Bursary Panel will assess each claim and authorise payments up to the permitted maximum. Funds will be made via BACS in to the student's bank account. Students can apply for more than one payment. No student to receive more than £1,200 in one academic year.

How to Claim

Students must complete the Bursary Application Form which also lists the documentation that students need to include. If the application is successful this means the student is accepted onto the bursary scheme, but students will still need to make requests for the specific amounts they need via a claim form. Students need to make a claim for each of the six school terms by the following deadline dates:

Term	Deadline for Application	Date payment will be made by
1	16 th September	30 th September
2	18 th November	2 nd December
3	13 th January	27 th January
4	3 rd March	17 th March
5	5 th May	19 th May
6	16 th June	30 th June

All claims where possible need to be accompanied by receipts. If an application is successful, the student will receive a letter confirming payments which confirm when the money will be deposited into their account.

Claim forms must be completed for each term and are available from the School Office.