



## **Weald of Kent Grammar School**

### **16 – 19 Bursary Policy (2021-22) - June 2020**

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#### ***Eligibility***

To be eligible to receive a bursary in the academic year 2021-22 the student must be aged over 16 and under 19 on 31 August 2021 and must satisfy ESFA residency criteria. The financial support available is from 16 to 19 Bursary Fund.

If the student is aged over 19 they will not be eligible for the discretionary bursary unless they are continuing on a study programme they began aged 16 to 18, or have an Education, Health and Care Plan (EHCP). Students aged 19 or over are not eligible for bursaries for vulnerable groups.

The bursary should be used for specific educational purposes such as:

- Transport costs.
- Meals in school.
- Books & equipment.
- Educational trips. The expectation is that the bursary monies will cover the cost of any trips within curriculum time.
- University visits/university interviews.

To receive a bursary the student must satisfy the following conditions:

- The student's attendance must be above 95%
- The student must adhere to the school's Positive Behaviour Policy

There are three levels of bursary payment:

#### **Level One - Bursaries for Young People in Defined Vulnerable Groups**

How much financial support is available?

Up to £1200 per year spread across the academic year.

Who is eligible for this level of bursary?

- Young people in care.
- Care leavers.
- Young people in receipt of Income Support, or Universal Credit because they are financially supporting themselves, or financially supporting themselves and someone who is living with them.
- Disabled young people in receipt of 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.

How is it to be paid?

It is the school's policy, wherever possible, to pay students their bursary in kind and purchase the necessary resources required by individual students directly for them up to the set amount of the bursary. Where this is not possible and with prior agreement, the school will reimburse funds directly to the student's own nominated bank account, except if there are exceptional reasons as to why the funds cannot be directed to the student's own bank account, upon receipt of a valid purchase receipt or invoice, for the item bought. The school understands that the bursary may be required at different rates throughout the academic year to provide support, as particularly at the start of the academic year students are required to acquire specific resources for their individual A Level subjects. Meeting the criteria for a bursary for a vulnerable group does not automatically guarantee funding will be awarded. A limited award, or no funding could be awarded where individual financial circumstances are assessed as not meeting the criteria for financial assistance for a defined vulnerable group, as there are no assessed financial needs and/or individual financial needs are already covered from other sources.

## **Level Two**

Who is eligible for this level of bursary?

- Students in receipt of Free School Meals.
- Students whose parents' earnings are below £16,000.
- Students whose parents are in receipt of the Child Tax Credit and/or Working Tax Credit and any other benefits parents may receive.

The process for administration

Students apply for funds for specific educational purposes (see the section on Eligibility). The Remissions Panel will assess each claim and authorise payments up to the permitted maximum for each individual student in the 2021-2022 academic year. Please provide proof of earnings together with any supporting evidence linked to the criteria outlined above.

How is it to be paid?

It is the school's policy, wherever possible, to pay students their bursary in kind and purchase the necessary resources required by individual students directly for them, up to the set amount of the bursary. Where this is not possible and with prior agreement, the school will reimburse funds directly to the student's own nominated bank account, except if there are exceptional reasons as to why the funds cannot be directed to the student's own bank account, upon receipt of a valid purchase receipt or invoice, for the item bought. The school understands that the bursary may be required at different rates throughout the academic year to provide support, as particularly at the start of the academic year students are required to acquire specific resources for their individual A Level subjects.

## **Level Three**

Who is eligible for this level of bursary?

- Those with an identifiable need who do not fall into Level 1, or where parents earn above the £16,000 threshold, but are in receipt of the Child Tax Credit and/or Working Tax Credit.

## **The process for administration**

Students apply for funds for specific educational purposes (see the section on Eligibility). The Remissions Panel will assess each claim and authorise payments up to the permitted maximum for each individual student in the 2021-2022 academic year. Please provide proof of earnings together with any supporting evidence linked to the criteria outlined above.

## **How is it to be paid?**

It is the school's policy, wherever possible, to pay students their bursary in kind and purchase the necessary resources required by individual students directly for them, up to the set amount of the bursary. Where this is not possible and with prior agreement, the school will reimburse funds directly to the student's own nominated bank account, except if there are exceptional reasons as to why the funds cannot be directed to the student's own bank account, upon receipt of a valid purchase receipt or invoice, for the item bought. The school understands that the bursary may be required at different rates throughout the academic year to provide support, as particularly at the start of the academic year students are required to acquire specific resources for their individual A Level subjects.

## **Process**

Students are encouraged to apply for a bursary as soon as possible after admission in September. For Bursary Applications received after the October half-term holiday, the amount awarded will be calculated pro rata on the 38 week school year. Applications will be looked at by the Bursary Panel, which will consist of the Deputy Headteacher for Quality of Care and the Governing Monitoring Pair for the Sixth Form. In the event of a bursary application being declined, you have the right to appeal in which case you should write to the Headteacher, Mrs E Bone.



**School Bursary Application Form - Academic Year 2021 – 22**  
**Strictly Private and confidential**

Student's Name:		Date of Birth:		
Address:				
Bursary Level you wish to apply for: (please circle) as detailed in the Application notes		1	2	3
Purpose of bursary: If applying for travel expenses please specify cost of bus/train ticket				
Evidence Provided as per identified bursary level: (these documents will be returned via your son/daughter) NB: see note below*				
Reimbursed payments may be occasionally made directly to a student's bank account, so please provide bank details.		Account Name:		
		Bank/Building Society Sort Code:		
		Account Number:		
<p><b>Parent's/Carer's Declaration</b> - I confirm that all of the information and accompanying evidence given in this application is correct and complete to the best of my knowledge and that the submission of false or inaccurate information may lead to an investigation.</p> <p>Parent's/Carer's Signature: _____ Date: _____</p>				
<p><b>Student's Declaration</b> - I confirm that all of the information and accompanying evidence given in this application is correct and complete to the best of my knowledge and that the submission of false or inaccurate information may lead to an investigation. I understand that receipt of bursary funding is dependent on meeting the attendance and behaviour standards set out in the Bursary Policy.</p> <p>Student's Signature: _____ Date: _____</p>				
Bursary Application accepted: (Date)		Bursary Application declined: (Date)		
Authorising signature:				

\* If applying for Level 2 and you are eligible for Free School Meals it is not necessary to provide any additional evidence to support your claim. For the other claims you will need to submit suitable supporting evidence such as Tax Credits.

We will aim to deal with your application and advise you of the decision within two weeks of applying.

Completed forms should be given to the Head of Sixth Form.

Author:	Sophie Clark	Reviewed:	June 2020
Link Governor/s:	James Hill Antonia Rubin	Next Review Date:	June 2021
..... To be ratified at			