



Weald of Kent Grammar School

16 – 19 Bursary Policy (2020-21) - June 2019

Eligibility

To be eligible to receive a bursary in the academic year 2020-21 the student must be aged over 16 and under 19 on 31 August 2021 and must satisfy EFA residency criteria.

If the student is aged over 19 they will not be eligible for the bursary unless they have an Education, Health and Care Plan (EHCP).

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 Behaviour Policy

There are three levels of bursary payment:

Level One

How much financial support is available?

£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.
- 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.

Level Two

How much financial support is available?

Up to £800 per year spread across the academic year.

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 in each academic year. No students are to receive more than £800 per 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

How much?

Up to £400 per year spread across the academic year.

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 in each academic year. No students are to receive more than £400 per 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 Elizabeth Bone.



School Bursary Application Form - Academic Year 2020 – 21

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:			
Parent's Signature:			Date of Application:	
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 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 Mrs Manning in the Admin Office

Author:	Sophie Clark	Reviewed:	June 2019
Link Governor/s:	Carmai Pestell Antonia Rubin	Next Review Date:	June 2020
..... To be ratified at July Strategy 2019			