



# **Bursary Application & Payment Procedure**

## **2019 – 2020**

<b>Links to other policies</b>	
<b>Responsible Staff</b>	CP
<b>Governors Committee Responsible</b>	Staffing and Finance
<b>Date approved by GB</b>	Pending – Next meeting 24 October 2019
<b>Review Date</b>	This policy will be reviewed annually

A key priority for the Government is to close the gap in attainment between those from less well-off and more affluent backgrounds and to ensure every young person participates in and benefits from a place in 16 to 19 education or training.

The 16-19 Bursary Fund targets support towards the most financially disadvantaged 16 to 19 year olds – those who most need help with the costs of staying on.

Exhall Grange Specialist School will determine the eligibility criteria 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 that is eligible and facing genuine financial barriers to participating.

### **Eligibility**

To be eligible to receive a 16-19 Bursary in the 2019-2020 academic year, the student must be aged 16 or over and under 19 on 31<sup>st</sup> August 2019.

Students must also satisfy the residency criteria set out in EFA\* Funding Guidance. (*A person on 1 September 2019 who is settled in the UK and has been ordinarily resident in the UK and Islands for three years preceding the 1 September 2019*). If you are in any doubt, please speak with the Assistant Headteacher – Post 16.

Students should be participating in provision that is subject to inspection by a public body that assures quality and funded within the relevant guidelines. (Attendance at Exhall Grange Specialist School meets the criteria.)

### **Bursary Fund Levels**

#### **Level One**

Students in the following defined vulnerable groups will be eligible for a bursary of £1200 a year:

Young people who are in care; young care leavers; young people in receipt of Income Support or Universal Credit in place of Income Support in their own right; and young people in receipt of Employment and Support Allowance or Universal Credit and Disability Living or Personal Independence Payments in their own right.

This would be either paid in instalments at the start of each month by cheque directly to the student, or purchases in kind will be made on behalf of the student.

Payments will be subject to review by the Bursary Awards Panel\*\*

An application form is available for students who believe they are eligible for a Level One Bursary.

### **Level Two**

Students who have a total household income of £25,000 or less can apply for a discretionary bursary for specific educational purposes. These include:

- Costs of transport
- Meals in school
- Books and Equipment
- Educational Trips

Household income can be evidenced by receipt of benefit and/or P60, Tax Credit Award Notice or evidence of self-employment income for the Tax Year ending 5<sup>th</sup> April 2019. All evidence of household income will be held in strict confidence.

Payments will be made by cheque as a lump sum or by termly instalments directly to the student.

Payments will be subject to review by the Bursary Awards Panel\*\*

### **Contingency Fund**

Students who successfully apply for any of the above levels will also be able to access a small emergency fund for exceptional circumstances if they can show an identifiable financial need.

There will be an application form available from the Sixth Form Office where all requests will be dealt with the strictest confidence.

## **Assessment**

The Bursary Awards Panel\*\* will assess each application with supporting documentation in the strictest confidence. Any student who believes they are eligible for funding from the 16-19 Bursary Fund should complete an application form and hand it in to the Assistant Headteacher - Post 16. The closing date for applications will be **Friday 27<sup>th</sup> September 2019**. A student in receipt of a bursary must inform the Assistant Headteacher of any changes to family circumstances that may affect the support during the academic year. **Students who become eligible during the academic year should contact the Sixth Form Administrator and make an application.**

## **Attendance & Behaviour Requirements**

To receive any funds once the school has acknowledged eligibility, participating students at Exhall Grange School must adhere to the following criteria:

- Attend school regularly
- Complete the work that is set
- Abide by School rules
- Remain in school for the length of your course

## **Appeals**

**Eligibility** – Parents, guardians and students will have the right of appeal to the Bursary Awards Panel\*\* in all cases if it is felt the award has been withheld without justification. In the first instance the student should explain, (with supporting evidence if appropriate) within one school week, to the Assistant Headteacher – Post 16, why the payment should have been made. If the decision to withhold payment is upheld then the student may appeal to the Bursary Panel\*\*. This is the final appeal and must be made within one further week.

\*Education Funding Agency

\*\*Will comprise Resources Director, Assistant Headteacher Post 16, Assistant Headteacher 14-16.

**Contact us**

We are happy to help and guide you through the Post 16 16-19 Bursary Fund Application and Payment Procedure if you have any questions or concerns please do get in touch;

Assistant Head Post 16

Miss C Parkhouse

Telephone 024 7636 4200

Email [PARKHOUSE.C@welearn365.com](mailto:PAKHOUSE.C@welearn365.com)

Website [www.exhallgrange.org.uk](http://www.exhallgrange.org.uk)

This Procedure was last reviewed on the date shown. Please refer to the school website/reception if you wish to check that this is the current procedure.
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This procedure has been reviewed with due regard to The Equality Act
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This document can be made available in large print or other accessible format if required.
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