



Stretford
Grammar School
Aspirat primo fortuna labori

16-19 Bursary Fund Policy

Ratified by Governors : December 2016



16-19 Bursary Fund Policy

Date of Policy: September 2016

Review Frequency: Yearly

Member of Staff with overall responsibility: Mr. M. Mullins

Governing Body Subcommittee: Finance and Resources

Purpose of Policy

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.

This policy outlines how the funding will be allocated by Stretford Grammar School to eligible students, the decision making process, payment and conditions and the appeals process. The funding is designed to help support those young people who face the greatest barriers to continuing in education or training post 16.

This Fund has been allocated to individual providers of Post 16 education for the following purposes:

Guaranteed Bursary

Bursaries of £1,200 to all young people in the nominated vulnerable groups i.e. In care, care leavers, students in receipt of income support (or Universal Credit) in their own name, disabled young people in receipt of Employment Support Allowance and Disability Living Allowance (or Personal Independence Payments) in their own name.

Discretionary Bursary

The Bursary award should be targeted towards young people facing financial barriers to participation, such as the costs of transport, books and equipment.

1. Eligibility

Those students eligible for a bursary must fulfil the following criteria:

- Be aged under 19 on 31st August in the academic year in which they start their programme of study
- Satisfy the EFA residency criteria as stated in the EFA Funding Guidance for 2016/17: www.gov.uk/government/publications/advice-funding-regulations-for-post-16-provision
- Be able to prove entitlement. This will be in the form of appropriate supporting documentation from the relevant government departments (**not copies**)

If your personal circumstances change during the course of the year you **MUST** notify the Head of Sixth Form immediately.

2. Allocated Bursaries

The following Bursaries are available for students to apply for:

Bursary A

The Government has identified that the students most in need will fit into the groups below and these students may be eligible for a bursary of £1200 per year.

This is to be awarded to:-

- Students in care.
- Care leavers aged 16, 17 and 18.
- Students in receipt of income support (or Universal Credit) in their own name.
- Disabled young people in receipt of Employment Support Allowance who are also in receipt of Disability Living Allowance (or Personal Independence Payments) in their own name.

Bursary B

Those students who do not meet the criteria for Bursary A may fit the criteria for Bursary B. This amount will be dependent on the number of applications for assistance and the total bursary fund provided by the Government to the School.

This is available to students facing financial barriers to continuing in education. For consideration, family income must be £16,190 per annum or less and parents/guardians should be in receipt any of the following:-

- Income Support. •
- Income Based Jobseekers Allowance. •
- An income-related employment and support allowance. •
- Support under Part VI of the Immigration and Asylum Act 1999. •
- Child Tax Credit, but not receiving Working Tax Credit, and your annual income does not exceed £16,190.(Correct at date of review, or . prevailing rate). •
- The guarantee element of State Pension Credit. •

Bursary C

A discretionary award for students unable to access educational opportunities who are not in category A or B. Students can apply for help with one off course related expenses (proof of income or hardship will be asked for). Applications will be considered on an individual basis and awards are dependent on the number of applications and available funds once Bursaries A and B have been allocated.

Bursary B & C

Students may only apply for funds for specific educational purposes which must be indicated in their application e.g.:-

- Transport costs •
- School meals •
- Books and equipment (these are to be returned to the school at the end of learning in a suitable condition for future use) •
- Educational trips •
-
-

3. Decision Making Process

The level of support Stretford Grammar School can offer is dependent on total the funding received from the Education Funding Agency (EFA) and the number of applications received. Applications will be assessed by the Director of Sixth Form and a member of the schools Senior Leadership Team and bursaries will be awarded to those with the greatest need. Applicants will be informed of the decision in writing.

4. Payment and Conditions

Payments will be made at the end of each month, except for September when bursaries will be paid along with the payment for October once the applications have been processed. At the end of each month a review will be made of attendance, punctuality, coursework completion and behaviour in line with the Bursary Agreement (Appendix A) and adjustments may be made to your next allocation. An explanation of any adjustment will be given in writing. Payments will be made directly to the student via their own bank account.

Any student leaving Stretford Grammar School before the end of the examination year will be expected to pay back any unspent bursary and/or return any equipment, books or stationary purchased via the bursary so that they can be made available for future use. Bursaries will only be paid for weeks where students are required to attend school.

5. Appeals Procedure

Applicants may appeal in writing against the decision to award a Bursary to the Headteacher if you feel that your case has not been given fair consideration. The final decision rests with the Headteacher.

If the decision of the appeal fails to resolve the issue then applicants should follow the schools complaints procedure.

6. Data Protection

All partners under this policy agree to share data and information in order to verify a student's eligibility. The information contained within the application will be treated as confidential and only shared where necessary to progress an application.

Hard copy information associated with applications, decisions and panels will be kept to satisfy EFA audit expectations.

7. Equal Opportunities

All aspects of the applications process and associated decisions will be managed with due regard to equal opportunities legislation.

Sixth Form Bursary Agreement

All students are expected to adhere to the terms of the **Sixth Form Learning Agreement** which was signed by both parents and students at enrolment and to follow the attendance and punctuality guidelines listed in their planner.

It is a key aim of the school that Sixth Form students should have 100% attendance and punctuality in order to maximise their educational experiences and attainment. The school reserves the right to withhold payment if your attendance falls below the whole school target of 96% for all students. In line with this, all Sixth Form students will be required to attend, punctually, all timetabled lessons, including registration, independent study periods and enrichment activities.

Students are expected to maintain high standards of personal behaviour, conduct and dress at all times, keep up to date with coursework and adhere to all school rules.

Bursary payments will be made monthly (for weeks where students are required to attend school, not school holidays). Before payments are made a review will be made of the above terms. If the student has failed to adhere to these terms then part or full payment may be withdrawn, suspended or frozen temporarily.

Further guidance about absences

Some absences are unavoidable and in some circumstances the school will deem absence to be authorised. Authorised absence may affect Bursary payments.

Absences which can be foreseen

Absences will be considered to be unauthorised unless there is a valid reason. In other words, where there is an absence and the student wishes this to be authorised, it is up to the student to notify and agree this with the school in line with this agreement. If the absence can be foreseen, then the student **must** apply for authorised absence in advance by completing a Sixth Form Absence Request Form and forwarding this to the appropriate subject staff/Head of Year/ for approval. This must be done **at least two days** before any planned absence. It is not acceptable to miss classes without prior notification and then to claim that the absence should be authorised retrospectively.

Absences will be authorised only if the reason given is a valid one. The following are examples of reasons which would usually be considered to be acceptable:

- A medical appointment which cannot be arranged outside school hours
- To look after a family member or another person for whom the student has caring responsibilities — however this does not cover babysitting younger siblings
- A religious holiday in line with the student's faith
- A visit to a University either to attend an open day – where a weekend day is not available (maximum of 3 days to be approved) or for interview
- A career related interview
- An appointment with a Connexions Advisor (although these should normally be scheduled to avoid disruption to studies)

- A work experience placement which is an integral part of a course, and for which the student does not receive a wage
- Participating in a significant extra-curricular activity, such as drama, music, or sport. Authorised absence will be granted only where the activity reflects a significant level of personal achievement, for example, taking part in a regional or national event, or for some other one-off event. Authorised absences for this reason will be granted sparingly; where a pattern of frequent participation in such activities is proposed, solutions will be explored personally with the student
- Attendance at a probation meeting
- Attendance at the funeral of a close friend or immediate family
- Severe disruption to a student's mode of transport where there is no practical way of getting to school
- A driving test (not lessons or Theory Test)
- Court attendance
- Family bereavement
- Wedding of an immediate family member
- Visits approved by the school
- Day and residential visits to outdoor centres
- Department study days
- Study leave

These are general guidelines, and the school will take account of: the inherent reasonableness of any case; the number of absences taken by any one individual; and repetitions of the same reason. In all cases a Sixth Form Absence Request Form must be completed by the student, countersigned by a parent/carer and forwarded to the appropriate subject staff/Form Tutor/ for approval. Where absence is due to a scheduled appointment, appointment cards must also be presented.

The following reasons for absence would not be acceptable:

- Absence from a session where the student has not obtained authorisation for the absence in advance
- Holiday taken during term-time
- Social events during term-time
- Part or full time work which is not part of the student's programme of study
- Student union or political activities
- Leisure activities
- Birthdays or similar celebrations
- Babysitting younger siblings
- Shopping
- Driving lessons and the driving theory test
- Late arrival to lessons/tutorials
- Routine medical/dental appointments
- Missing lessons to complete coursework or homework
- Taking unofficial exam study leave

This list is not intended to be exhaustive

Absences which cannot be foreseen in advance

Where the reason for absence could not reasonably have been foreseen, the school will consider whether the absence was really unavoidable. An absence which could not have been notified in

advance should be notified to the school on the day in question; unless, exceptionally, there is a good reason why this could not be done. This should be done by a phone call to the office by **10:00** on the day of absence. If absence is due to illness, students should give details of the nature of the complaint and an estimate of the time they will be absent. On return to school the student should then complete a student absence form and have this countersigned by a parent/carer before returning it to the Form Tutor to sign. Students eligible for Bursary must then pass the form to the Sixth Form Administrator. This must be done within 48 hours of returning to school.

The following are examples of reasons for absence which would tend to be acceptable, provided that the school has been notified on the day:

- An emergency involving a family member or another person for whom the student has caring responsibilities. Sudden severe illness would be an example. However, while such cases will be treated sympathetically on a one-off-basis, they will not be acceptable as regular grounds for authorising absence
- Family bereavement
- Transport problems, where these were not known about in advance, and where there is no alternative means to hand
- Sickness Absence. However, the school is entitled to turn down applications for authorised sickness absence for Bursary payments if they have reason to doubt their validity. Any emerging pattern of non-attendance due to sickness without explanation would be unacceptable. Where students are absent for a period of more than 5 days a medical certificate will be required for Bursary payments to be authorised

I agree to abide by the terms of this agreement and understand that failure to do so may result in non-payment, withdrawal, part payment or suspension of my Bursary.

Student Name:

Form:

Student signature:

Date:

STRETFORD GRAMMAR SIXTH FORM



16 to 19 Bursary Fund Information for applicants 2016-2017

Introduction

Students in the Sixth Form, who may be in need of some financial support, can apply to the School's 16 to 19 Bursary Fund. This is a fund which has been allocated directly, by the Government, to individual Schools to administer. We are committed to distributing bursaries to those students with the greatest need.

1. The Application Process:

Application forms can be found on the School's Website. Hard copies can be obtained from the Sixth Form Office.

2. Deadline for Applications for the 2016-17 Academic Year

The initial deadline for receipt of applications is **Friday, 23rd September**. However, should your circumstances change during the academic year, please see the Director of Sixth Form.

3. Decision Making Process

The level of support which Stretford Grammar School can offer is dependent on the total funding received from the Education Funding Agency (EFA) and the number of applications received. The level of funding may vary during the academic year. Applications will be assessed by the Director of Sixth Form and a member of the Senior Leadership Team and bursaries will be awarded to those with the greatest need. Applicants will be informed of the decision in writing.

4. Payment and Conditions of Bursary

Payments will be made at the end of each month, except for September when bursaries will be paid along with the payment for October once the applications have been processed. At the end of each month a review will be made of attendance, punctuality, coursework completion and behaviour in line with the Bursary Agreement and adjustments may be made to your next allocation. An explanation of any adjustment will be given in writing. Payments will be made directly to the student via their own bank account. Any student leaving SGS before the end of the examination year will be required to pay back any unspent bursary and/or return any equipment, books, and stationery etc, purchased via the bursary, so that they can be made available for future use. Bursaries will only be paid for weeks where students are required to attend school.

5. Appeals Procedure

You have the right to appeal to the Headteacher if you feel that your case has not been given fair consideration. This must be in writing. The final decision rests with the Headteacher.

6. Eligibility

To be eligible for a bursary, students must:

- Be aged under 19 on 31st August 2016
- Satisfy the EFA residency criteria as stated in the EFA Funding Guidance for 2016/17: <https://www.gov.uk/government/publications/advice-funding-regulations-for-post-16-provision>
- Be able to prove entitlement. This will be in the form of appropriate supporting documentation from the relevant Government Departments (not copies).

If your personal circumstances change during the year you **MUST** notify the Head of Sixth Form immediately.

The following bursaries are available for students to apply for:-

Bursary A

The Government has identified that the students most in need will fit into the groups below and these students may be eligible for a bursary of £1200 per year.

This is to be awarded to:-

- Students in care.
- Care leavers aged 16, 17 and 18.
- Students in receipt of income support (or Universal Credit) in their own name.
- Disabled young people in receipt of Employment Support Allowance who are also in receipt of Disability Living Allowance (or Personal Independence Payments) in their own name.

Bursary B

Those students who do not meet the criteria for Bursary A may fit the criteria for Bursary B. This amount will be dependent on the number of applications for assistance and the total bursary fund provided by the Government to the School.

This is available to students facing financial barriers to continuing in education. For consideration, family income must be £16,190 per annum or less and parents/guardians should be in receipt any of the following:-

- Income Support.
- Income Based Jobseekers Allowance.
- An income-related employment and support allowance.
- Support under Part VI of the Immigration and Asylum Act 1999.
- Child Tax Credit, but not receiving Working Tax Credit, and your annual income does not exceed £16,190.
- The guarantee element of State Pension Credit.

Bursary C

A discretionary award for students unable to access educational opportunities who are not in category A or B.

Students can apply for help with one off course related expenses (proof of income or hardship will be asked for). Applications will be considered on an individual basis and awards are dependent on the number of applications and available funds once Bursaries A and B have been allocated.

Bursary B & C

Students may only apply for funds for specific educational purposes which must be indicated in their application e.g.:-

- Transport costs
- Books and equipment (these are to be returned to the school at the end of learning in a suitable condition for future use)
- Educational trips
- School meals

STRETFORD GRAMMAR SIXTH FORM



16 to 19 Bursary Fund Application Form 2016-2017

Please complete the following in full and hand in to the Sixth Form Office. If you need help completing this form please ask a member of the Sixth Form Pastoral Team for assistance.

SECTION 1 – Student Details (please print details clearly and in black ink)

Surname:	Forename:
Gender (M/F):	Nationality:
Date of Birth:	Age on 31 st August 2016: (You must be aged 16, 17 or 18 on 31 st August 2016 to apply)
Home Address:	

Postcode:	
Home Telephone Number:	
Email address:	

SECTION 2 – Bursary A (£1,200 per annum). Please tick the box that applies to you:

I am living in care

I am a care leaver

I am in receipt of income support (or Universal Credit)

I am in receipt of Employment Support Allowance and also in receipt of Disability Allowance (or Personal Independence Payments).

(If you are applying for Bursary A and have completed sections 1 and 2 please now go to section 5)

SECTION 3 – Bursary B

I am a student who permanently lives in a household whose parents/guardians receive one of the following. (Please tick the appropriate box).

Benefit	<input type="checkbox"/>	Name of Person receiving benefit	Relationship to student
Income Support			
Income Based Jobseekers Allowance			
Benefit	<input type="checkbox"/>	Name of Person receiving benefit	Relationship to student
An income-related employment and support allowance			
Support under Part VI of the Immigration and Asylum Act 1999.			
Child Tax Credit, but not receiving Working Tax Credit, and your annual income does not exceed £16,190.			
The guarantee element of State Pension Credit			

SECTION 4 - Bursary B and C (this section must be completed)

Your bursary must only be used to enable you to access educational opportunities.

In the box below indicate the specific educational purposes (Bursary B) or one off course related expenses (Bursary C) that you intend to fund with your award.

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SECTION 5 – Proof of Income/Benefit

Whatever you have declared in sections 2, 3 or 4 must be supported with evidence in order for an assessment to be made.

Type of Income	Evidence Required	Tick if supplying
Annual Salary	P60 for tax year 2015-16, or last week in March 2016 payslip or month 12 (March 2016) payslip or Working Tax Credit Award Notice marked 2016-17	
Income Support/Universal Credit Award	Entitlement / Award letter – dated within the last 3 months	
Job Seekers Allowance	Entitlement / Award letter – dated within the last 3 months	
Employment Support Allowance	Entitlement / Award letter – dated within the last 3 months	
Incapacity Allowance	Entitlement / Award letter – dated within the last 3 months	
Carer’s Allowance	Entitlement / Award letter – dated within the last 3 months	
Any other benefit	Entitlement / Award letter – dated within the last 3 months	
Working Tax Credit	Working Tax Credit Award Notice marked 2016-17. Must be for full year and not partial awards (FULL AWARD NOTICE)	
Child Tax Credit	Child Tax Credit Award Notice marked 2016-17. Must be for full year and not partial awards (FULL AWARD NOTICE)	
Grants or bursaries etc	Relevant paperwork detailing entitlement and amount paid	
Disability Living Allowance/Personal Independence Allowance	Entitlement / Award letter – dated within the last 3 months	
Any other income	Relevant paperwork	

SECTION 6 – Student Bank Account Details

This should be the same as it appears on your cash or debit card, or statement.

Full name of Account Holder	
Name of Bank / Building Society	

Branch address										
Sort Code										
Account Number										

SECTION 5 – Declaration

Please read the declaration below carefully before signing:

- 1. I declare that the statements made on this form are true and to the best of my knowledge and belief are correct in every respect. I undertake to supply any additional information that may be required to verify the particulars given. I understand that if I refuse to provide information relevant to my claim the application will not be accepted. I also undertake to inform the school of any alteration to any of the particulars, during the course of the year, in writing. I agree to repay the school in full and immediately any sums advanced to me if the information I have given is shown to be false or deliberately misleading.**
- 2. I am aware that the funding covers only this school year and that I must re-apply next year; there is no guarantee that I will receive funding for future years even if I am eligible for the current year.**
- 3. Where funding is provided to assist with the purchase of equipment and/or books, I agree to return them to the school when I leave, in a suitable condition, so as to allow future use by the school.**

Signed (Student) Date

Signed (Parent or Guardian as named above) Date
.....

For School Use Only:

Date Received:		
Evidence seen (list all):		
Bursary Approved: Yes or No	Bursary: <u>A</u> <u>B</u> <u>C</u> (circle)	
Authorised By:	Signature	Date:
Countersignature:	Date:	
Additional Notes:		