



**West Kirby**  
Grammar School

# 16-19 Bursary Policy

Approved by: Full Governing Body

Date: 8 July 2021

Last reviewed on: 8 July 2021

Next review due by: Summer term 2022

## **Introduction**

The 16-19 Bursary Fund is a scheme set up by the government to help the most vulnerable young people aged 16-19 continue in full time education. Its purpose is to provide financial support to help students overcome specific barriers to participation, so that they can remain in education. Full details can be found on the gov.uk website.

## **Categories of Bursary**

There are two types of 16-19 bursary

### **1. *Vulnerable Student Bursary***

Students in one of the defined vulnerable groups are eligible for up to £1200 per annum.

### **2. *Discretionary bursary (tier A & B)***

Students who qualify for Tier A will be eligible for up to £1000 per annum.

Students who qualify for Tier B will be eligible for up to £800 per annum.

## **Eligibility**

The basic eligibility requirements of the scheme which are applicable to both vulnerable and discretionary bursaries are

- Age - students must be over 16 and under 19 at 31 August before the academic year in question. If a student turns 19 during their programme of study they can continue to receive the bursary to the end of the academic year in which they turn 19, or to the end of the programme of study, whichever is sooner.
- Residency – students must meet the residency criteria in the EFA funding regulations for post 16 provision. This document sets out the evidence required to confirm eligibility and can be found at

<https://www.gov.uk/government/publications/advice-funding-regulations-for-post-16-provision>

The young person must then also meet the eligibility criteria for the category of bursary they are applying for:

### **1. Vulnerable Student Bursary**

The defined vulnerable groups are students who are:

- in care
- care leavers
- receiving Income Support (IS), or Universal Credit (UC) because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them such as a child or partner
- receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in their own right as well as Employment and Support Allowance (ESA) or UC in their own right

The allocation of these funds is subject to audit so West Kirby Grammar School will require evidence that the application is genuine. All information will be treated in confidence (copies of evidence will be retained for a period of 6 years).

Appropriate evidence required is stated on the application form.

## **2. Discretionary Student Bursary**

West Kirby Grammar School has set two tiers of support based on household income.

- **Tier A** – Students entitled to free school meals and students whose household income is less than £16,190 (if the household income is less than this, it is likely you are also eligible for free school meals - see are website for link to application form).
- **Tier B** – where the household income is greater than £16,190 but below £25,000.

Where students are applying under the household income criteria, evidence stated on the application form should be supplied. Students who are eligible for FSM should complete the relevant section on the application form but do not need to provide further evidence.

### **Allocation of Funds**

Funds are allocated in accordance with the needs of individual students. If student's applications are successful, a letter will be sent out to inform parents and students of this. Students will then need to make a claim each term by completing the claim form and will need to include receipts for all stated items. Examples of what students can claim support for include any school related costs, such as:

- Transport costs
- Meals in school
- Uniform
- Course materials
- Trips
- University open days
- UCAS application

Claims should be submitted before each half term (Oct, Feb, May) to ensure payment is authorised after each break. Payment is NOT guaranteed and is dependent on students meeting the criteria below.

Payments will be transferred to the **student's bank account** upon authorisation that the student has satisfied these requirements.

### **Conditions for receipt of student bursaries**

Despite eligibility, students **do not** automatically receive the full amount as this is reviewed for each term. In order for payments to be authorised students must have:

- a good record of behaviour and punctuality
- attendance higher than 95%
- no unauthorised absences
- satisfactory assessment results and ATL

These payments will be made in arrears and in some cases there may be delays if there is a query regarding stated conditions. In this case, issues will be discussed with individual students (not parents). If a payment is not made, it is the responsibility of the student to monitor this and seek advice from Mrs Marley. If necessary, emergency funds can be authorised.

**Students will be required to inform the school of any changes in their financial circumstances which may affect their eligibility for bursary funding.**

**Students are required to reapply once moving from year 12 to Year 13.**

### **Applications**

Application forms are available from the school website. Completed copies of the form should be submitted with copies of required evidence to the finance office.

Applications should be submitted **no later than 17<sup>th</sup> September 2021** to ensure students can make their first claim before October half term.

Applications will still be considered after this date and throughout the year, for those students who may have a change to their circumstances. Payments will be made as appropriate. Each application will be considered on a case by case basis and discretionary payments may be offered.

### **Assessment**

The Bursary Awards Panel (comprising a representative from Finance and the Assistant Head teacher in charge of Sixth Form) will assess each application with supporting evidence in the strictest confidence. Notification of acceptance is provided via email once approved.

### **Appeals**

Parents, Carers and Students have the right of appeal to the Bursary Awards Panel if it is felt that a payment has been withheld without justification.

For more detailed information on the 16-19 bursary fund, please see guidance for 2021-2022:

<https://www.gov.uk/guidance/16-to-19-bursary-fund-guide-2021-to-2022-academic-year#key-points-for-the-2021-to-2022-academic-year>