



## **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**

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

### **3. Discretionary bursary Tier B**

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**

- Young people in care, including unaccompanied asylum seeking children
- Care leavers
- Young people personally in receipt of Income Support or Universal Credit
- Disabled young people in receipt of **both** the Employment Support Allowance (ESA) **and** Personal independence Payments (PIP), or Disability Living Allowance (DLA).

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**

Where a student does not meet the vulnerable student criteria, he or she may still be eligible for some support from the Discretionary Fund. 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**

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

The funding for the vulnerable student bursaries is held centrally by the Student Bursary Support Service. Whenever a new student meeting the criteria is identified West Kirby Grammar School must draw the funding down by completing and submitting a claim form via the SBSS online portal.

<https://studentbursarysupport.education.gov.uk>

#### **2. Discretionary Bursary**

- 5% of the fund will be held back for administration.
- 10% of the fund will be held back for applicants who join later on in the year or whose personal circumstances change. This contingency fund will be used for students with changed financial circumstances during the year or for those on bursaries in all categories who can evidence a need for emergency funding. All requests will be handled in strictest confidence.

**Tier A** is paid as requested on the application form, if conditions (see below) are met.

**Tier B** students should complete and submit a DSB Support Request Form with appropriate receipts when they require funds. This could include trips, uniforms, course materials etc.

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

Students must indicate payments they wish school to make on their behalf. This will be deducted from the total amount. The remaining amount authorised will be divided into three and paid into student's bank account each term, if conditions below are met.

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

- a good record of behaviour and punctuality
- attendance higher than 95% each month
- no unauthorised absence for the month, have satisfactory assessment results and ATL

Payments will be transferred to the student's bank account upon authorisation that the student has satisfied these requirements. 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. If a payment is not made, it is the responsibility of the student to monitor this and seek advice from Mrs Marley.

**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 for download on the school website. Completed copies of the form should be printed and submitted with copies of required evidence to the finance office.*** It is essential original copies are also submitted. Please provide an envelope to ensure these are returned confidentially.

Applications should be submitted before the end of September. We will continue to consider applications throughout the year, for those students who may have a change to their circumstances. Each application will be considered on a case by case basis if eligibility criteria have been met and is not guaranteed by receipt of an application form.

### **Assessment**

The Bursary Awards Panel (comprising a representative from Finance, the Director of Sixth Form and a member of the Senior Leadership Team) 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.

This policy will be reviewed annually.

Last Review Date: July 2020

Due for next review: July 2021