



# Sixth Form Bursary Policy

**GB Committee Responsible:**

**Finance & Site**

**Reviewed by:**

Terry Killick

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4<sup>th</sup> September 2020

**Ratified by Committee:**

23<sup>rd</sup> September 2020

**Next Review Date:**

22<sup>nd</sup> September 2021

## BENTLEY WOOD HIGH SCHOOL

Bentley Wood High School is part of the Harrow Collegiate. The Collegiate is set up to give Harrow students more choice and options. Across Harrow, schools and colleges work together to provide an extended range of subjects and courses. The Collegiate has agreed a common policy in relation to sixth form bursaries which is reflected in the bursary policy statement, guidance and application form below.

### BURSARY POLICY STATEMENT

1. Bursary funds have two elements;
  - Bursary Grants of £1200 for young people in defined vulnerable groups;
  - Discretionary bursary awards.
2. Bursary Grants are payable to those in the defined vulnerable groups below. Each school is responsible for identifying young people eligible and needs to seek and retain appropriate evidence of entitlement. This funding is held centrally by ESFA and must be claimed by each school that has eligible young people.

Young people in care
Care Leavers
Young people in receipt of income support or Universal Credit in place of Income Support in their own name
Young people in receipt of Employment and Support Allowance or Universal Credit and Disability Living or Personal Independence Payments in their own right

3. The high schools are committed to a consistent approach to the allocation of discretionary bursary awards.
4. To support this, bursary funding from the collegiate high schools is to be pooled and redistributed according to commonly assessed learner needs.
5. Delegated bursary funding is to be used to support those learners eligible for free school meals as follows:
  - Those students eligible for FSM in Year 11;
  - Those students who become eligible in Year 12 and continue into Year 13;
  - Those students who become eligible in Year 13 and continue into Year 14;
6. Payments to learners should be made regularly. This may be weekly, bi-weekly or monthly.
7. The recommended method of payment is BACS as this is considered to be the most secure.
8. Payments should be based on acceptable attendance, punctuality and effort (including submission of homework). Failure to meet these criteria should result in payments being suspended for that week(s).
9. There will be no funding top-slice withheld to cover administrative costs (ESFA guidance allows up to 5% of allocation).

10. Each school must decide how any balance of bursary funds are to be used subject to the use being consistent with ESFA bursary guidance. Schools should plan to spend the full bursary fund allocation within the year however funds can be carried forward to the following year as long as they are then spent on participation costs for students assessed as eligible for bursary funds.
11. In deciding how any balance of bursary funds are used schools should consider requests from students eligible for bursaries for;
  - a) increased support to meet exceptional transport costs or higher costs of certain courses including specialist equipment or materials;
  - b) increased support to meet the costs of participation in field trips, university interviews and open days.
12. Applications for support will be assessed and evidenced obtained to back up each application. Such evidence will be retained for possible audit inspection.

# Bentley Wood High School: 16 to 19 Bursary Scheme 2020/21

## Guidance

### What is the 16 to 19 school bursary scheme?

The 16 to 19 bursary schemes provide financial help to young people aged 16 to 19 who face financial barriers to participating in education or training, provided they meet agreed standards of attendance, punctuality, behaviour, classwork and homework.

### Who is eligible for the bursary scheme?

The 16 to 19 bursary scheme offers two types of bursary. You can only apply for one type, depending on your personal circumstances.

### The standard bursary

To be eligible for the standard bursary you must meet **all four** of the following conditions:

1. attend Bentley Wood's 6<sup>th</sup> Form as your home school;
2. be starting Year 12 or 13 in September 2020;
3. be aged over 16 and under 19 on 31 August 2020;
4. have been in receipt of Free School Meals or Bursary at the end of the last academic year

### The enhanced bursary

To be eligible for the enhanced bursary you must meet **all four** of the following conditions:

1. attend Bentley Wood's 6<sup>th</sup> Form as your home school;
2. be starting Year 12 or 13 in September 2020;
3. be aged over 16 and under 19 on 31 August 2020;
4. belong to one of the following groups:
  - be in care; or
  - have left care having been in care for a minimum of 6 months since the age of 14; or
  - be receiving Income Support, or Universal Credit in place of Income Support, in their own right; or
  - be receiving Employment and Support Allowance or Universal Credit and Disability Living or Personal Independence Payments in their own right

### How much money will I get?

If you are eligible for the standard bursary, the amount you are entitled to receive per week during term time will be calculated once all applications have been processed.

If you are eligible for the enhanced bursary, you will be entitled to £1,200 paid in monthly instalments in arrears during term time only.

### What can I use the bursary for?

The bursary is to help with costs related to your studies, for example transport, books and equipment, and other costs associated with your course.

### **Are there any conditions attached to the scheme?**

Yes. Your school will expect you to maintain good standards of attendance, punctuality, behaviour, classwork and homework. You will therefore be required to sign the school's 'Learner Agreement' before any payments are made. Your monthly bursary payments will be conditional on you meeting the requirements of your Learner Agreement.

### **How do I apply?**

Complete the application form and hand it to the Head of Sixth Form.

### **When do I need to apply by and how will I hear the outcome?**

The deadline for applying is 1st October each year. We will write to everyone who applies to tell you the outcome of your application.

If you do not include the evidence required (see application form), we will not be able to process your application.

### **When will my payments start?**

When your application is approved, payments will be made in arrears starting in October.

Payments will only be made if you have met the terms of your Learner Agreement.

### **How will you pay me?**

Payments will be made into your own bank account by a process called BACS transfer.

It is essential that you have a bank account in your name as payments can only be made into your own account via a bank transfer. Cash payments will not be made.

It is important that you make sure that your bank or building society is able to accept BACS transfer before you provide your bank account details. Post Office accounts and some Credit Unions do not accept BACS payments.

### **How long will I receive payments for?**

As long as you continue to study at Bentley Wood's 6<sup>th</sup> Form and meet the terms of your Learner Agreement, payments will continue for the duration of your attendance at school (and any required coronavirus self-isolation periods) for lessons and exams during the academic year.

New applications must be submitted for consideration every year. The terms of the scheme may change in future years.

There is no guarantee that you will receive funding next year even if you are eligible this year.

### **Who do I contact if I have any questions?**

If you have any questions about Bentley Wood's 16 to 19 bursary scheme, you should in the first instance speak to the Head of Sixth Form.

### **Where can I get more information on 16 to 19 bursary schemes?**

General information on bursary schemes is available on the Direct.Gov website – [www.direct.gov.uk/en/EducationAndLearning/14to19/MoneyToLearn/16to19bursary/index.htm](http://www.direct.gov.uk/en/EducationAndLearning/14to19/MoneyToLearn/16to19bursary/index.htm)

### **What happens if my financial or living circumstances change?**

If you have a change of personal circumstances such as a change of address or household income, you must let us know immediately in writing. Any over payments will be repayable.

If you change your bank account details you must also write to us immediately.

If you leave school before completing your course, your payments will be stopped.

If you transfer to another school/college, your payments will be stopped.

# Bentley Wood High School

## 16 to 19 Bursary Scheme 2020/21

### Application form

Before you complete this application form please read the guidance carefully.

Please complete the application form using **BLOCK** capitals in black pen.

*All supporting evidence must be the original documentation. Photocopies are not acceptable.*

#### Section A – To be completed by all learners

##### 1.1 Your personal details

Learner's surname \_\_\_\_\_

Learner's first name \_\_\_\_\_

Date of birth \_\_\_\_\_

Age on 31 August 2020 \_\_\_\_\_

Learner's home address \_\_\_\_\_  
\_\_\_\_\_

Post code \_\_\_\_\_

Home phone number \_\_\_\_\_ Mobile number \_\_\_\_\_

National insurance number: \_\_\_\_\_

##### 1.2 Your bank or building society account details

Account holder name \_\_\_\_\_

Name of bank / building society \_\_\_\_\_ Branch: \_\_\_\_\_

Account number: \_\_\_\_\_ Sort Code: \_\_\_/\_\_\_/\_\_\_

Building Society roll number (if applicable) \_\_\_\_\_

**Please ensure these details are correct.**

It is important that you check that your bank account accepts BACS transfers as this is how the bursary will be paid. Post office and some credit union accounts do not accept BACS transfers.

## Section B – To be completed by all learners

### 2.1 Which bursary are you applying for?

Please complete **either** part 1 or 2 below.

Part 1: Enhanced bursary		
Payment of £1200 in monthly instalments in arrears during term time only subject to meeting the school's in attendance, punctuality, behaviour, classwork and homework.		
Eligible groups for this bursary:	Tick	Supporting evidence required
Young person in care or care leaver	<input type="checkbox"/>	Please attach supporting letter from your key worker or social worker
Young person in receipt of Income Support or Universal Credit in place of Income Support	<input type="checkbox"/>	Please attach benefits paperwork dated within the last 6 weeks.
Young person in receipt of Employment and Support Allowance or Universal Credit and Disability Living or Personal Independence Payments	<input type="checkbox"/>	Please attach benefits paperwork dated within the last 6 weeks.

Part 2: Standard bursary		
Monthly payment paid in arrears during term time only subject to meeting the school's standards of attendance, punctuality, behaviour, classwork and homework		
Eligible group for this bursary:	Tick	Evidence to provide and what to do next
<ul style="list-style-type: none"> <li>• In receipt of Free School Meals or bursary at the end of last academic year</li> </ul>	<input type="checkbox"/>	If you were a student at Bentley Wood, the school will check its records.
	<input type="checkbox"/>	If you were a student at another school/college, you will need a stamped, signed letter confirming you were in receipt of Free School Meals or bursary at the end of the last academic year



### 3.1 Learner declaration (to be completed by all learners)

**Your application will not be assessed unless you sign and date this declaration.**

- I declare that all information given on this form is correct to the best of my knowledge.
- I undertake to supply any additional information that may be required to verify the information given. I understand that if I refuse to provide information relevant to my claim the application will not be accepted.
- I undertake to inform the Head of Sixth Form in writing of any changes in the information given relating to my circumstances.
- I agree to abide by the terms of my Learner Agreement.
- I agree to repay in full and immediately any money paid to me if the information I have given is shown to be false or deliberately misleading.
- I am aware that any funding covers only the school year 2020/21.

**Signed:**..... **Date:**.....

**Full Name (in block capitals):**.....

# Bentley Wood High School

## 16 to 19 Bursary Scheme

### Terms and Conditions

The Bentley Wood 16-19 Bursary Scheme is payable to eligible students monthly in arrears, provided the following conditions have been met.

- ✓ 100% Punctuality;
- ✓ 100% Attendance.....Only three occasions of absence will be authorised per school year when covered by a parent/carer's note or phone call. (Any further periods of illness will not be paid, except for any required coronavirus self-isolation periods which will be paid);
- ✓ 100% Lesson Attendance;
- ✓ Behaviour in line with home/school agreement;
- ✓ Routine doctor/dental/medical appointments should be made outside of school hours;
- ✓ All homework to be completed and handed in on time.

Student Name.....

Signed .....

Date .....