



Sixth Form Bursary Policy

GB Committee Responsible:

Finance & Site

Reviewed by:

Sarah Lomax

Review Date:

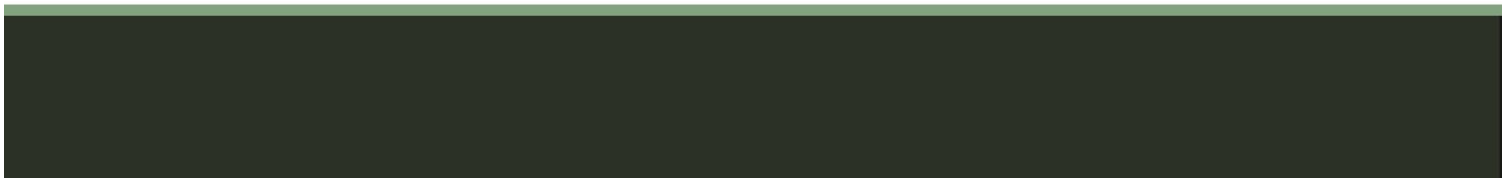
September 2022

Ratified by Committee:

11.10.2022

Next Review Date:

September 2023



Bentley Wood High School: 16 to 19 Bursary Scheme 2022/23

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.

Discretionary (Standard) Bursary Award

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

1. attend Bentley Wood's 6th Form as your home school;
2. be starting Year 12 or 13 in September 2022;
3. be aged over 16 and under 19 on 31 August 2022;
4. have been in receipt of Free School Meals or Bursary at the end of the last academic year 2021/2022

The Enhanced Bursary

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

1. attend Bentley Wood's 6th Form as your home school;
2. be starting Year 12 or 13 in September 2022;
3. be aged over 16 and under 19 on 31 August 2022;
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

ALLOCATING FUNDING

From September 2020 the Government have significantly reduced the grant funding they provide to the school for Discretionary Bursary Awards. To reflect the limited funding going forward, these awards will be focused on in-kind support in the following areas:

- Transport costs not covered by the TfL 16+ Zip Oyster
- Academic Books
- Equipment including laptops and portable 4G hotspot devices (Equipment issued with a value of £100 or more should be returned to Bentley Wood High School once a student's study programme is completed and students will need to sign a contract agreeing to this)
- Field trips and other similar course-related costs
- UCAS or similar applications

- The costs of attending university interviews, a reasonable number of open days (maximum 5) and careers related events
- Work experience cash payments will only be made in exceptional circumstances.

PROCEDURE FOR PAYING THE HARROW BURSARY

Where possible the school will directly purchase the allocated in-kind provision. Where this is not possible, students should submit evidence of payment, such as receipts, to the 6th Form Manager who will provide the student with a petty cash claim to complete, obtain signature from the Head of 6th Form and pass onto the school's Finance Office, who will reimburse via a BACS transfer to a bank account in the student's name.

Bursary support will only be allocated if:

1. Students have returned a signed copy of their Bursary contract letter.
2. Students' punctuality and attendance according to the SIMS register is in line with the school's expectations of 96%.
3. Students' behaviour is in accordance with the school's behaviour policy. Any stoppage of Bursary support will result in written communication home informing students and parents.

PLEASE BE AWARE THAT:

Any attempt to obtain Bursary funding by deception (i.e. forging of signatures and/or deliberately providing misleading information) will be considered a severe breach of a student's contract. In such a case, the school reserves the right to suspend that student's Bursary support for the remainder of their time in the 6th Form.

ADMINISTRATION OF THE SCHEME:

Any remaining underspent funds at the year end will be carried over to the next academic year for continued support of students eligible for the Bursary and will be fully utilised for Bursary students before any new academic year funding allocation is used. The school can retain up to 5% of Bursary funding as an administration contribution as allowed in the 16 - 19 Bursary Fund Guide: 2021 to 2022 academic year.

THE APPEALS PROCEDURE:

Where a decision is taken that a student should not receive support through the Discretionary Bursary Fund the student should raise the issue with the 6th Form Manager in the first instance. If this does not satisfactorily resolve the issue students have the right of appeal to the Head of the 6th Form. This should be done in writing and, if necessary, a parent/carer can be involved. The school is not obliged to provide more than the above appeal hearings and appeal decisions are final. There is no mechanism for appeal against a stoppage/suspension decision to any outside party.

Bentley Wood High School

16 to 19 Bursary Scheme 2022/23

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 2022 _____

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: Discretionary (Standard) bursary		
Eligible group for this bursary:	Tick	Evidence to provide and what to do next
<ul style="list-style-type: none"> • In receipt of Free School Meals or bursary at the end of last academic year 	<input type="checkbox"/>	<p>If you were a student at Bentley Wood, the school will check its records.</p> <p>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</p>

Part 1: Enhanced bursary		
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 with an EHCP	<input type="checkbox"/>	Please attach benefits paperwork dated within the last 6 weeks.

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 2022/23

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

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

Bentley Wood High School

16 to 19 Bursary Scheme

Terms and Conditions

Eligible students for the Bentley Wood 16-19 Bursary Scheme also need to meet the following conditions.

- ✓ 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;
- ✓ 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