



# Sixth Form Bursary Policy

**GB Committee Responsible:**

**Finance & Site**

**Reviewed by:**

Heidi Weaver and Terry Killick

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May 2023

**Ratified by Committee:**

9<sup>th</sup> May 2023

**Next Review Date:**

July 2024



# Bentley Wood High School: 16 to 19 Bursary Scheme 2023/24

## 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 Bursary Award

To be eligible for the standard bursary you must meet **all five** 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 2023;
3. Be aged over 16 and under 19 on 31 August 2023;
4. Aged 19 and have an EHCP or be continuing on a study programme they began at Bentley Wood High School when aged 16-18.
5. Have been in receipt of Free School Meals or Bursary at the end of the last academic Year 2023/2024

### 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 2023;
3. Be aged over 16 and under 19 on 31 August 2023;
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.
- Food/super-market vouchers for parents to support with cost of living crisis

## **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 Administrator 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: 2023 to 2024 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 6<sup>th</sup> 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 2023/24

### 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 \_\_\_\_\_

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. Which bursary are you applying for?

Please complete either part 1 or 2 below.

Part 1: Enhanced bursary		
Eligible groups for this bursary:	Tick	Supporting evidence required
Young person in care or care leaver		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		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		Please attach benefits paperwork dated within the last 6 weeks.

Part 2: Standard bursary		
Eligible group for this bursary:	Tick	Evidence to provide and what to do next
In receipt of Free School Meals or bursary at the end of last academic year		If you were a student at Bentley Wood, the school will check its records. 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. 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 2023/24

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.
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Student Name.....

Signed .....

Date .....