



Great Baddow High School

Sixth Form 16-19 year olds' Bursary Scheme

Important information for all Year 12 and 13 students and their parents/guardians/carers

Introduction

The Government are continuing the bursary scheme to help 16 – 19 year olds continue in full time education.

To qualify you must be aged **under 19 on the 31st of August** in the academic year in which you start your programme of study and a legal resident of the UK or registered asylum seeker. There will be three levels of the Great Baddow High School Bursary and you can apply for **ONE** only:

Level 1. Those most in need, such as young people in care, care leavers, young people receiving income support and disabled young people receiving both Employment Support Allowance and Disability Living Allowance can apply for a **bursary of £1,200 per year**.

Level 2. This bursary can be allocated to students who need support to overcome financial barriers that might prevent them continuing in full time education e.g. being able to afford transport to school, field trips or text books. This bursary is for students who received Free School Meals* in Year 11 and continue to be eligible for Free School Meals* in the Sixth Form. They will receive a **bursary of between £500 to £800 per year** for identified and agreed costs outlined in the application process.

Level 3. This level of bursary is for those students with a financial need who do not fall into the above categories. The maximum paid out at this level is £400. Applications must state what the identifiable financial need is and evidence provided to support this. The criteria for any support is that the total household income must be less than £20,000pa and that no other income is available from another household to support the student. Documentary evidence is required.

What can the money be spent on?

The money is for the books, meals, transport or other course-related costs needed to help a young person stay in education. Please also note that the school may purchase rail or bus tickets on behalf of students if the Bursary is to cover transport costs.

Payments will be made by cheque in 3 termly payments in the last week of each term.

If I am in one of the eligible groups what evidence will the school need to see?

If you are receiving income support you can provide a letter from the Department of Work and Pensions setting out the benefit you are entitled to. If you are in care or a care leaver, the local authority will be able to provide a letter for the school, college, or training provider confirming this. If you have any other financial needs you will need to show documentary evidence as to why you need financial support for level 2 and 3 bursaries evidence relating to Free School Meal* eligibility and household income will be required.

* Free School Meals criteria – do you qualify?

Parents or guardians receiving the following benefits can use this form to claim Free School Meals

- Income Support
- Jobseekers Allowance (Income Based)
- Income Related Employment & Support Allowance
- Child Tax Credit - however you will not normally be eligible for Free School Meals if you receive any amount of Working Tax Credit.
- Pension Guarantee Credit

The award will be dependent on good behaviour and good attendance:-

- a maximum of 5 formal concerns received by Head of Sixth Form;
- "RED" on the termly reports for all subjects;
- a maximum of 10% unexplained absence from all lessons.

How do I apply?

You should apply to the Sixth Form office as soon as possible.

Use the Application Form attached to this policy and please remember to include evidence in order to support your application.

What happens to my application form?

Please read and sign the declaration overleaf and return this form together with documentary evidence in a sealed envelope to the Sixth Form office, for the attention of the Head of Sixth Form, marked 'Confidential'.

Our Bursary Allocation Committee will comprise of the Head of Sixth Form, Sixth Form Assistant, School Business Manager and Finance Officer.

The Bursary Allocation Committee will sit in October. Applicants will be advised of the decision by the end of October. Applications approved will be monitored and evaluated throughout the year and reports given to the Bursary Allocation Committee regarding students failing to meet the conditions of the grant. The grant will not be paid or may be withdrawn at any time a student fails to meet the criteria.

Great Baddow High School may choose to pay the bursary as a cash payment or provide 'in kind' support, for example, by bulk purchasing equipment that eligible students need for particular courses. Transport costs may be bought by the school i.e. bus or rail tickets rather than allocating cash payment.

Appeals Panel

Should you not agree with the outcome of your application, please put your appeal in writing to the Head Teacher who will review the decision with a member of the school's governing body.

Please Note:

The bursary payment to schools is a fixed lump sum and is not given on a per student basis.

Great Baddow High School may have to vary the amounts of its bursaries to deal fairly with the numbers of eligible students in our Sixth Form.



Bursary Application Form

Name

Form.....

Date of Birth.....

Address

Home Tel No.....

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Student Mobile No.....

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Parent Mobile No.....

Postcode:

Bursary Applied for (tick one box only)

Level 1 For students in care, care learners, students receiving income support and disabled young people receiving both Employment Support Allowance and Disability Living Allowance

Level 2 For students who received Free School Meals in Year 11 with identifiable financial needs. Please state what the identifiable financial needs are here:

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Level 3 For students who can demonstrate considerable identifiable financial need. Please state what the identifiable financial needs are here:

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**Please note evidence should be attached to support your application.
If no evidence is appended the application will be refused automatically.**

Please read and sign the declaration below and return this form together with documentary evidence in a sealed envelope to the Sixth Form office - F.A.O. Head of 6th Form, marked 'Confidential'.

I agree to my application being scrutinised by the Bursary Allocation Committee.

I understand that if I do not behave well, fail to adhere to the Sixth Form contract/code or have attendance below 90% then my Bursary may be withdrawn without notice.

I confirm that, for level 2 and 3 Bursaries, no other income or financial support is available from another household to support the student.

If I leave the Sixth Form at any time within 4 weeks of a Bursary being awarded/paid then I will repay the total funds given to me.

I confirm that, the information I have given is, to my knowledge true and correct and Great Baddow High School may seek to confirm any details I have given.

I understand there will be a delay in any funds being released if the application form has not been correctly completed or appropriate evidence of income has not been supplied.

Data Protection Act

I understand that:

The data contained on this form will be held on file for seven years and that Great Baddow High School may make enquiries about the validity of the information provided on this form from other central and/or local government bodies, as deemed appropriate by the school.

I hereby consent to the disclosure of any information sought in accordance with the application for the purposes of the Data Protection Act 1998.

The school has a duty to protect the public funds it administers and to this end may use the information provided on this form within this Authority for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes.

Student signature Parents signature..... Date.....