



Sixth Form Bursary Policy

October 2020

16 – 19 BURSARY POLICY

GENERAL

Kingsmeadow School is provided with funds by the ESFA (Education and Skills Funding Agency) specifically for the provision of bursaries (financial support,) to 16 – 19 year olds continuing their education at school.

Bursaries will be made available to help students overcome financial barriers where these might impact on their participation in education at the Academy.

Priority will be given to applications from students who, without extra finance, would find it difficult to continue with post-16 education. Students will therefore need to demonstrate the reason support is required, and for Discretionary Bursaries, should attempt to access all other available funding sources prior to application.

ELIGIBILITY FOR BURSARY AWARDS IN 2020-21

To be eligible to receive a bursary for the academic year 2020/21, the student must be aged under 19 on 31st August 2020. Where a student turns 19 during the 2020/21 academic year, they can continue to be supported to the end of that academic year, or to end of their course, whichever is the sooner.

Students must satisfy the residency criteria as stated in the ESFA funding regulations for post-16 provision for the 2020 to 2021 academic year, (available on the Government website www.gov.uk you will usually meet this criteria if you have been at school in the UK up to this point) and must be undertaking a full time course at Kingsmeadow, funded by the ESFA.

The following groups of students are eligible to apply for bursaries:

- Vulnerable students
- Students who were eligible for free school meals at any point in the previous 6 years, or become eligible during the academic year 2020/21
- Students facing financial hardship

School will take into account any allowances or other sources of financial support received by students when deciding whether to award a bursary.

BURSARIES AVAILABLE FOR 2020/21

Bursary A - £1,200 Guaranteed Bursary for Vulnerable Students

Available to vulnerable students as defined by the ESFA – see below.

The most vulnerable students will be eligible for a guaranteed bursary of £1,200. This group covers students who are:

- in care
- care leavers (this may apply to you if you have been adopted, even if that was some time ago)
- receiving Income Support, or Universal Credit because they are financially supporting themselves, or financially supporting themselves and someone who is dependent on them and living with them, such as a child or partner
- receiving Disability Living Allowance or Personal Independence Payments in their own right, as well as Employment and Support Allowance or Universal Credit in their own right

Appropriate evidence confirming eligibility will be required, for example:

- A copy of the benefits paperwork to which the student is entitled:
 - o either Income Support (or Universal Credit) OR
 - o Employment and Support Allowance (or Universal Credit) AND Disability Living Allowance / Personal Independence Payments
- Written confirmation of the student's current or previous looked-after status from the Local Authority which looks after them or provides their leaving care services

Bursary B – Maximum £750 Discretionary Bursary

Available to students:

- entitled to free school meals at any point in the previous 6 years, **or**
- who become eligible during the academic year September 2020 to August 2021, **or**
- who meet the qualifying criteria but choose not to apply for free school meals (subject to funds being available)

Parents of students do not have to pay for school lunches if they receive any of the following:

- Income Support
Income-based Jobseeker's Allowance or Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income (as assessed by HM Revenue & Customs) that does not exceed £16,190
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Students who receive any of the qualifying benefits listed above in their own right are also eligible to receive free school meals.

Students who become eligible for free school meals during the year, or who provide evidence of meeting the criteria even if they choose not to apply for free school meals, will also be eligible to apply for the bursary pro-rata to the date from which they became eligible (subject to funds being available).

Students receiving Bursary A will not be eligible to apply in addition for Bursary B.

Kingsmeadow is able to obtain proof of eligibility for free school meals from the Local Authority. Where a student received free school meals at a different provider at any point in the previous 6 years, or is applying for a bursary under the above criteria without applying for free school meals, appropriate evidence confirming eligibility will be required. For example:

- Tax Credit Award Notice (TC602), relating to 6 April 2020 to 5 April 2021 **and/or**
- TC602 relating to 6 April 2019 to 5 April 2020. A copy of all pages is required to determine eligibility.

Students whose parent(s) are in receipt of Working Tax Credit do not qualify for free school meals.

School may also seek evidence of any unearned income (shares/investments, savings, rental income,) and will take this into account when assessing applications.

School will also consider other exceptional circumstances when assessing applications, for example if the student is providing care to a sick or disabled relative.

Bursary C – Discretionary Hardship Bursary – Maximum £500

Available for students whose total family income is below the threshold of £25,000, and who are not receiving bursaries under 1 or 2 above. Kingsmeadow may also take account of the number of dependants in the household. Each application will be considered on an individual basis, and discretionary awards made, subject to funding being available, and to a maximum per student of £500 in any academic year.

All applications will be assessed on an individual basis, and any allowances or other sources of financial support received by the student will be taken into account when deciding to award a bursary.

School may also seek evidence of any unearned income (shares/investments, savings, rental income) and will take this into account when assessing applications.

School will also consider other exceptional circumstances when assessing applications, for example if the student is providing care to a sick or disabled relative.

Appropriate evidence confirming income will be required. For example:

- **Income Support or Income Based Employment and Support Allowance** – most recent benefits letter from HM Revenue & Customs detailing the amount of benefit received
- **Tax Credits** – Tax Credit Award Notification from HM Revenue & Customs for the tax year April 6th 2020 to April 5th 2021, detailing your household income and your Tax Credit entitlement
- **Salaries and wages** – P60, Month 12 or week 53 pay slip; and P9D or P11D if in receipt of benefits or payments in kind; and P45 if employed by more than one employer in the tax year 2019-20
- **Self Employment Income** – a SA302 form; or Tax Credit Award Notification; or accountants letter on headed paper
- **Taxable social security benefits** – a statement of paid benefits from Job Centre Plus or Social Security Office
- **Universal Credit Award notices**

CONDITIONS

Students who are awarded a bursary will be expected to meet the following conditions relating to attendance, behaviour and completion of work and courses:

- 100% attendance (excluding authorised absences)
- No behaviour or conduct issues
- Responding positively to course criteria - completing modules in line with expectations
- Completion of the full examination year in question

Failure to comply with the above may result in the withdrawal of bursary support.

APPLICATIONS FOR BURSARIES

Students should obtain a 16-19 Bursary Application Form from the Sixth Form Office. Completed applications for bursaries should be returned to Mr Hood, Head of Sixth Form, together with the relevant evidence, no later than **Friday, 23rd October 2020**. Applications received after this date will only be considered if there are sufficient funds.

Applications will be reviewed by the Head of Sixth Form and School Business Manager Applicants will be notified of the outcome of their application as soon as reasonably possible, but no later than within 10 working days of receipt of a correctly completed application.

PAYMENT OF BURSARIES

The bursaries outlined above are designed to provide financial assistance with school course-related costs, for example:

- Transport to or from the school
- Meals at the school
- Materials - calculators, art equipment, stationary etc.
- UCAS fee and travel to open days
- Course-related protective clothing - sportswear, lab/art coats, safety goggles etc.
- Trips, visits and sports activities directly relevant to a course of study
- Uniform/dress code
- Examination resit fees

Students who have successfully applied for a bursary should seek approval for expenditure PRIOR to the expenditure being incurred. Failure to do this may result in students incurring expense that is not then reimbursed by the school. School may choose to procure any items required by students, directly, and to “loan” them to students for the duration of their course of study. In such instances the items will remain the property of Kingsmeadow, and should be returned to the school at the end of the course, for use by future students. Such purchases will be considered to form part of the bursary award.

The bursary funds will be paid on the submission of evidence of actual expenditure. In most cases this will be a receipt from the supplier, clearly showing the date, items purchased and cost.

Payments made in relation to examination resits will be made as follows:

- 50% at the time the cost was incurred and
- 50% after the exam has been taken

Kingsmeadow reserves the right to withdraw and seek repayment of any funding, if evidence is submitted indicating the bursary has been received under false pretences, or is not being used for the purpose for which it was approved. Any over payments will be reclaimed.

APPEALS

All students have the right to appeal against any decision made in respect to a bursary award or non-award. Appeals must be made in writing, and submitted within 10 working days of the decision.

Appeals regarding applications should be sent to the Headteacher who will act as the first point of appeal. Should an applicant wish to appeal against the Head's decision, they should contact the Chair of Governors, and it will be considered by the Appeals Panel represented by School Governors whose decision will be final.

USEFUL LINKS

Further information for Students, Parents and carers, which should be read in conjunction with this policy, is available on: <https://www.gov.uk/1619-bursary-fund>

