



Studio @Deyes

16-19 Bursary POLICY

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16-19 Bursary Fund Policy 2018-2019

1. Background

From September 2011 the Department for Education introduced a 16-19 bursary fund that is designed to help support young people who face the greatest barriers to continuing in education in the Sixth Form. To be eligible to receive a bursary at Studio@Deyes the student must be at least aged 16 and under 19 on 31ST August 2019.

To receive and continue to receive a bursary the student must be advised and adhere to the following:-

- Should a student’s attendance fall below 95% for either registration or lessons during the month that is being paid, they will not receive the bursary for that period.

- The student must maintain the terms of the Sixth Form Contract and Code of Conduct.

2. Process

To apply for a bursary a student should complete an application form that is included in the Induction Pack or if the student is continuing their course from Year 12 to 13, should collect the form from the Sixth Form Office. This must be done by the end of the second week of September, January or May to be considered for one of the 2 levels of funding. The application will then be reviewed by Head of Sixth Form who will decide on the appropriate level of funding, based upon set criteria. This process will be dealt with in the strictest confidence. Funding will be allocated in order of need with Level 1 allocations made first followed by Level 2. Fresh applications must be made for each year of study but once granted will continue for the academic year subject to the conditions described in 1 above.

3. Bursary Levels

Guaranteed Bursary

How much? – Up to a maximum of £1200 per year.

Who? – Young people in care, care leavers, young people in receipt of income support and young people in receipt of Employment Support Allowance together with Disability Living Allowance.

How to claim? - Students apply for funds on the Application Form by ticking their relevant circumstances in Section 4.

How it’s paid? – BACS transfer in monthly instalments subject to conditions described in 1 above.

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Discretionary Bursary

How much? – Up to a maximum of £400 per year.

Who? – Pupil Premium/Ever 6 students and those who have a household income of below £30,000 for the previous year.

How to claim? - Students apply for funds for specific educational purposes (see below) within the Application Form. The Head of Sixth Form will assess each claim and authorise payments up to the permitted maximum paid three times per year on a half.

How it's paid? – BACS transfer in three instalments. Payment will be subject to conditions described in 1 above

If you do not qualify for either of the above you may be eligible to apply for funding towards particular items/events throughout the year. This covers any essential equipment required, subject visits/residential trips, or assistance with transport costs for university open days. An application form can be collected from the Studio@Deyes Sixth Form Centre or the SLT office and will be reviewed by the Head of Sixth Form.

Specific Educational Purposes

- Transport
- Meals
- Kit/equipment/materials
- Uniform
- Course related visits
- UCAS fees, open days

It is the responsibility of the claimant to inform the school of any change of circumstances. The school has the right to reclaim any funds and equipment costs should the claimant be found to have provided incorrect information or to have failed to notify the school of a change in circumstances. Funding may also be reclaimed if the course is not completed. Funding allocations can only be paid by BACS transfer into the claimant's personal bank account. Appeals against the decision should be made in writing to the Chair of Governors and Head of School, requesting a reconsideration of the decision. The outcome of the reconsideration will be notified in writing.

Frequently Asked Questions – Students

Am I eligible for a grant?

Because there are only limited funds, schools have to make sure that grants reach those most in need of support. To be eligible for Level 1 funding you have to show evidence of

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- Being a young person in care
- Being a care leaver (young people who cease to be looked after or accommodated)
- Being in receipt of Income Support
- Being in receipt of Employment Support Allowance together with Disability Living Allowance

To be eligible for Level 2 funding you have to show evidence of being a Pupil Premium/Ever 6 student, or be able to provide evidence that your annual household income for the previous year was below £30,000.

What “evidence” do I need to show?

The application form gives examples of evidence that might support your application for a grant. If you do not have any of these but would still like to be considered, you should write a letter and attach it to your application giving clear details about your household’s income.

When should I apply?

The Head of Sixth Form will consider applications at the end of September, January and May. You should submit your application by the second week of each of those months, we will publicise the date to give plenty of notice. If you have been awarded a bursary, it will last for the academic year, unless your circumstances change, so you won’t need to apply again. You must notify the school of any change in circumstances that might affect the continuation of the bursary.

In the event of an emergency, or when in need of an adhoc payment you should talk to the Head of Sixth Form, as bursaries may be awarded in extreme cases.

Will I automatically get what I apply for?

If you qualify for Level 1 funding, you will be entitled to the Guaranteed Bursary. Level 2 is a Discretionary Bursary and will be allocated depending on need and funds available. The more information you put into your application about what you will find difficult to fund and why, the more easily the school will be able to assess your needs.

How will I know what I might find difficult to fund?

If you travel by bus to school, think about how much this is going to cost for the year. Might you need to travel to other course related events, or do you plan to travel to University open days? Talk to the teachers of the courses you are on. Are there any costs associated with the course, such as textbooks or other equipment? Will there be any costs associated with the exams or modules? Are there any trips that are part of the course? Also think about meals while you are at school.

Will the grant be paid in cash?

All bursaries will be paid monthly (£120.00 per month for 10 months for Guaranteed Bursary and £40.00 per month for 10 months for Discretionary Bursary) directly into the students bank account. The first payment is normally made in October for applications received on time in September,

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February for applications received on time in January and May for applicants received on time in April.

Can the grant be paid into someone else's (such as another family member) bank account?

No, BACS payments will only be made into the named account of the applicant.

What should I do if I don't agree with the decision?

You should write to the Chair of Governors and Head of School stating why you think the decision is incorrect. The Chair of Governors will then consider your appeal and reconsider your application. The outcome of this reconsideration will be notified in writing and is final.

Where can I get further information?

Talk to Victoria Gilham Sharkey (Head of Sixth Form)

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