



SMITHDON HIGH SCHOOL

BURSARY POLICY (Sixth Form)

**Mr S Chapman
September 2011
Updated September 2012
Updated July 2013
Re-adopted October 2014
Updated October 2015**

1. Introduction

The school receives a limited allocation of funding to allocate at its own discretion in accordance with guidelines laid down by the Education Funding Agency (EFA).

To be eligible, students must be under 19 on 31 August in the academic year they start their programme of study. Where a student turns 19 during their programme of study, support will continue until the end of the academic year in which they are 19 or the end of the programme of study, whichever is sooner.

The school will use the fund to support the most vulnerable young people to participate in and benefit from post-16 education and will look to raise awareness of the fund wherever possible.

2. Bursaries to Students in Most Vulnerable Groups

The school will process applications from:

- young people in care
- care leavers
- young people who receive Income Support or a universal credit payment in their own name
- disabled young people in receipt of both Employment Support Allowance and Disability Living Allowance (or a personal independence payment in their own name)

These students will be eligible to receive a bursary of £1200 per year, which can be in cash or 'in kind' (e.g. a transport pass) or a combination. The frequency of payments will be agreed on an individual case basis.

Appropriate confirmation of status will be requested and may be in the form of:

- Letter detailing the benefit the young person is entitled to. The letter should confirm that the person can be in education and training.
- written confirmation of current or previous looked-after status from the LA which looks after them or provides leaving care services

Bursaries to the most vulnerable will be paid by drawing down funds from the Student Bursary Support Service.

3. Discretionary Bursaries

The acceptance of requests for bursaries under this heading will be strictly subject to available funds. The school will therefore provide a deadline date by which time all applications should be submitted for assessment, at the start of each autumn term.

Students can apply for discretionary bursaries if they:

- were eligible for free school meals in the previous year
- have parents who hold a current 'NHS Tax Credit Exemption Certificate' or receive one of the following income based benefits:

Income Support
Jobseeker allowance
Income based employment and support allowance

- have parents in receipt of a 'new' universal credit
- have a household income of less than £25,521 per annum – income based assessment will fall into three categories:

Category 1 – annual household income of less than £16,190

Category 2 – annual household income of £16,190 to £20,817

Category 3 – annual household income of £20,817 to £25,521

Evidence to be used as proof of income include P60, Tax Credits Form (TC602) and evidence of self-employed income.

On completion of the relevant application form (see appendix), discretionary bursaries may be granted in relation to costs for transport (higher bursary payments will be made to students living at a greater distance from the school and who require help with transport), food, equipment or other course-related costs such as trips. These may also be paid 'in kind'. In the case of books and/or equipment, these should be returned at the end of any course if suitable for re-use by another student. However, the school would not expect bursaries to take the form of regular payments for living costs.

In exceptional circumstances the school may consider applications from students who do not meet the above criteria.

4. General

All payments from the fund will be conditional on a student providing the necessary documentation and meeting the standards expected by the school in relation to attendance (normally minimum 95% excluding authorised absence) and/or standards of behaviour, with students working on a minimum of four A level subjects in Year 12 and a minimum of three advanced level subjects in Year 13.

The school reserves the right to seek the return of any funds provided in advance, for example to purchase a transport pass, from a student who subsequently fails to attend or leaves the Sixth Form.

The school will maintain a record of all applications and awards including number, value, purpose, whether awarded and brief justification.

Any personal documentation sent to the school, such as pay slips, may be returned on request if a stamped, addressed envelope is provided.

5. Appeals/Complaints

In the event that a student wishes to appeal against the decision made regarding a request for support, they should send their concerns in writing to the Headteacher.



Smithdon High School Bursary – Application Form

Section 1

Surname:
Forename:
Address:
Tel:

Section 2

I am applying for:

Guaranteed Bursary		Go to section 3
Discretionary Bursary		Go to section 4

(Please tick as appropriate)

Section 3 - Guaranteed Bursary

Please tick the category which makes you eligible for this bursary and provide photocopied evidence attached to your application form.

I am a student in care	
I am a student who has been in care	
I am a student who receives Income Support or a universal credit payment in my own name	
I am a disabled student in receipt of both Employment Support Allowance and Disability Living Allowance or a personal independence payment in my own name	

Section 4 - Discretionary Bursary

Please tick the applicable category (or categories) and provide photocopied evidence attached to your application form. Evidence of household income may be a P60, Tax Credits form (TC602) or evidence of self-employed income.

I am eligible for Free School Meals	
My parents hold a current 'NHS Tax Credit Exemption Certificate' /receive income based benefits (Income support, Income based Jobseekers allowance or income based employment and support allowance or a 'new' universal credit	
Our household income is less than £16,190 per annum	
Our household income is between £16,190 and £20,817 per annum	
Our household income is between £20,817 and £25,521 per annum	

Please give details of what you could use the bursary money for, the following headings should help:

Type of help needed	Brief details	Amount £
Essential equipment/books /special clothing		
Essential field courses/visits		
Interviews/Open days for higher education		
Meals		
Transport		
Exam re-sit fees		
Other (please specify)		

Please return your completed form to Mr Chapman at Smithdon High School. You will be notified in writing concerning the outcome of your application and, if your application is successful, you will also be advised of the timing of your payments.

Please note that Bursary payments will only be made to students who meet the school's standards for attendance and behaviour.

Student Name: _____ (please print)

Student Signature: _____

Parent's signature: _____

Date: _____