



Queen Mary's Grammar School - 16-19 Bursary Fund

Background

The Department for Education established the 16-19 Bursary Fund in 2011. The aim of the Fund is to help 16 to 19 year olds continue in education, where they might struggle for financial reasons. It enables those students to access additional funds to support: learning; participation in activities to enrich their learning experience; and pursue applications to Higher Education. There are two elements to the Fund:

1. A fixed allocation of £1,200 per annum available to the most vulnerable young people - students: in care/care leavers; on income support; in receipt of Employment Support/Disability Living Allowance
2. A discretionary fund which is available for the School to distribute as it sees fit, but being targeted towards those who might struggle to stay in Education for financial reasons

The Fund is distributed to schools by the Education Funding Agency ("EFA"), and all schools are required to have a 16-19 Bursary Policy. The EFA is increasingly keen Schools show robust assessment procedures and are able for audit purposes to evidence payments to students by receipts. The School's 2019-2020 policy reflects this requirement, while ensuring the policy meets our students' needs.

Policy

Queen Mary's High School's 16-19 Bursary Fund policy meets the requirements of the EFA's 16-19 Bursary grant, providing pupils with the opportunity to benefit from the Fund at different levels according to individual circumstances. There are three groups at whom the School Policy is directed:

Bursary Level 1 - Vulnerable Student Bursaries

There is a fixed guaranteed bursary of £1,200 which will be paid to students who qualify due to being either: Looked After Children; or Care Leavers; or Personally in receipt of income support or Disabled and in receipt of Employment Support Allowance and Disability Living Allowance.

Bursary Level 2 - Discretionary Bursaries for students whose family household income is below £25,000 p.a.

This is based on the financial position of the student's family, and their needs to continue in education. Students who are in receipt of Free School meals (Tier A) will not have to provide evidence of income. For Tiers B and C evidence of household income for all parent(s) is required to support the application .

Tier	Eligibility Criteria for Level 2 Bursaries	Maximum Bursary award for whole year
A.	Students in receipt of Free School Meals	£1,200
B.	Students with family income below £16,190, not on free school meals	£1,000
C.	Students with family household income between £16,191 - £25,000	£850

The distribution of the Bursary fund will be dependent on the number of eligible students and the school reserve the right to retain 20% of the 16-19 Bursary amount provided. This is to accommodate changes in circumstance and ensure that requests for funding from students following such changes can be accommodated. Funds remaining at the close of the summer term will be ring fenced and used to support the provision of pastoral and enrichment services for the benefits of eligible bursary students across the sixth form together with the administration costs incurred in administering the fund. The above Bursaries are the maximum payments which can be made subject to the numbers of students who are accepted and are not guaranteed. They will be determined according to family income and costs expected by the student. Students will need to indicate how much they may need to spend on items to help them stay in Education. A copy of the "Student's Educational Costs" form is attached. An example has been included to help students complete this. If the student qualifies for Tier B (i.e. up to £1,000), but their needs are only £400, the amount paid will be limited to £400. Students will have to submit a claim form showing what has been spent. Receipts will be required to evidence this spend. In certain instances the school will make payments on behalf of the students. Claim forms are likely to be issued to students 4 times per year in October, January, April and June. Please note, some items may not be fully funded.

The list below is an example of the costs which we will consider providing support for costs associated with:

- Public transport to and from School - termly or monthly bus passes
- Visits to Universities or interviews - usually public transport, although we may pay a contribution to petrol
- Curriculum materials - books, revision guides, DT/food-tech/art materials, exam fees (e.g. retakes)
- Music tuition fees - for tuition organised by the school.
- School meals - depends on the Tier awarded. Tiers B & C may be awarded a daily sum towards their meals
- Trips and UK education visits. We may fund up to **£100 for overseas trips**
- Uniform / sportswear - this includes the School's official uniform (not for example shirts/shoes)
- Other equipment - we may be able to contribute up to **£150 for a laptop used solely by the student**
- Other items - career or educational courses such as Headstart Engineering



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Bursary Level 3 – Discretionary Bursaries for pupils not in the above category

The School's 16-19 Bursary Fund is limited. If funds remain after the above Bursaries, students not in receipt of these may apply towards the costs of transport, equipment, school trips in the UK, visits to universities etc. Decisions will be made on a case by case basis, and must demonstrate a real need for assistance. Students applying will be required to provide evidence of family income. Such requests may be made from January 2019. Evidence of payment of costs will be required (please ensure you keep receipts where possible).

Confidentiality

The School will ensure that applications are handled confidentially. For audit purposes, however, hard copies of all documentation for learner support will be kept for a period of six years. The information will be made available for audit purposes. Some records may be computerised but these will be held securely and in compliance with the Data Protection Act.

Equal Opportunities

No applicant will receive less favourable treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. This policy will be reviewed on an annual basis, taking into account the views of the school, young people and their parents and guidance from the Department for Education and the EFA.

Continuing eligibility for Bursary Levels 2 and 3

To be eligible to be awarded 16-19 Bursary funding the points below will apply to the student:

- a) Have a minimum of 90% attendance in order to receive any bursary payment.
- b) An emerging pattern of non-attendance due to sickness is unacceptable. It is not acceptable to regularly miss the same days/lessons.
- c) Head of Sixth Form will use discretion in accepting isolated periods of genuine sickness.
- d) Any un-notified absence will be considered to be unauthorised, unless a suitable explanation is given.
- e) If the student knows in advance that they are going to be absent, they should apply for authorised absence (i.e. religious celebration, hospital appointment, university open days).
- f) If the student did not know about the absence in advance, Student Services will consider whether the absence was really unavoidable.
- g) The Head of Sixth Form will take into account the student's overall attendance record.
- h) Doctors, Dental appointments, driving lessons and holidays should be made outside the academic timetable
- i) All work required by the subject teacher will be submitted to the deadline set
- j) Evidence of time keeping will be taken from the marked Attendance Records. A pattern of lateness may result in the bursary payments being affected

Decisions on Awards

The Governors have delegated the decision making process for awarding payments to students to The Head of Sixth Form and the Trust Business Manager. An appeal against a decision, may be made to the Head Teacher, in writing within 7 days of notification of the decision. Appeals for Levels 1 & 2 on grounds of income levels alone are unlikely to result in a revised decision.

Implementation

In implementing this Policy:

- a) The School requires all students to have a bank account in their own name to pay funds into
- b) Students must complete a form showing their costs at the end of each half term.
- c) Payment will be made according to how and when students incur costs (eg a daily allowance for food, or payment after a half-termly claim form is submitted. Receipts will be required for certain items.
- d) If a Bursary is awarded towards school meals, a daily amount is credited to the student's meal account. Unused amounts cannot be carried forward. Students may have to top their account up for additional food
- e) Awards and the basis of award may vary each year depending on the number of students accessing the fund.
- f) The School will seek to ensure total payments do not exceed funding provided by the EFA.
- g) All payments are at the Governors' discretion

How to apply

All applications must be completed on the School's official application form. This must be returned together with the following documents:

- a) A completed student bank details form
- b) A completed form showing what costs students expect to spend. An example of this is attached
- c) Evidence of income. Generally this will be a notification of tax credits letter from HMRC. We will also accept P60 statements of income or benefits statements from DWP, but may have to ask for additional information



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Students and their family must take great care to ensure information provided to the school is true & complete. If information is found to be false or incomplete (for example not all income is declared) then the student and their family may have to return the money awarded and the matter may be referred to the DFE/the Police.

All applications should be submitted by Friday 27th September 2019.

The Head of Sixth Form will meet students individually to discuss awards