



## 16-19 Bursary Fund Policy 2019-20

Date Reviewed	June 2019
Next Review	June 2020

The 16 – 19 Bursary Fund provides financial support to help students overcome specific barriers to participation so they can remain in education.

The Governors of DGSB are committed to providing assistance to students in the Sixth Form to ensure that they are able to benefit fully from the education offered by the school and that no student is discriminated against due to economic hardship. Funding for this Bursary Fund comes directly from the Education Funding Agency (EFA) and is targeted at those students for whom costs might prove an impediment to continuing with post-16 education.

The School recognises that offering support to students who need financial help to stay in education requires sensitivity and respect for all those concerned. Information relating to applications will be treated confidentially.

### Vulnerable Bursary

Students in Year 12 or 13 could receive up to £1,200 a year who are:

- In care
- Care Leavers
- In receipt of Income Support or Universal Credit in their own name
- In receipt of Employment Support Allowance or Universal Credit and Disability Living Allowance or Personal Independence Payments in their own name

### Discretionary Bursary

Students in Year 12 or 13 can apply for the discretionary bursary if they need financial help to stay in education and are not eligible for a vulnerable bursary. Students who are awarded this bursary are given help to overcome individual barriers to participation they may face, for example help with the following:

- Contribution towards a Kent 16+ Travel Card or other transport costs
- Meals in school
- Books and equipment
- Educational trips and university visits

Each application will be assessed on each students circumstances based of household income. Priority will be given to students whose family annual household income is £16,190 or less. Bursary awards will be dependent upon available funds.

### Eligibility

To be eligible to receive a bursary the student must be aged 16 or over but under 19 on 31 August 2019 in the academic year in which they start their programme of study and must satisfy EFA residency criteria.

In order to receive a bursary, students must comply with the following conditions:

- **Attendance** - level of attendance must be a minimum of 95%

- **Behaviour** - conduct is in accordance with the home-school agreement
- **Performance** – all school work deadlines are met and consistently achieving target grade

Should any student fail to meet these requirements the school reserves the right to withhold or reduce bursary payments if the above conditions are not at an acceptable level. Similarly if students leave school before the end of the academic year they will only receive payments for the time that they attended the sixth form.

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Students who join the school later in the academic year will have their applications considered in the normal manner as explained in the Applications and Assessment section below.

## **Payments**

Bursary payments will be made to all eligible students in three equal instalments at the beginning of terms 2, 4 and 6 providing the above eligibility conditions are continually met.

Students must open a bank account as payments will be made from the School by cheque or directly to their accounts. Any student faced with difficulties in opening a bank account should immediately contact the Key Stage 5 Student Support Manager. Cheques will only be made payable to the student.

If you are applying for a bursary to support the costs for a Kent 16+ Travel Card, the bursary awarded will be paid to the Student. Payment of Kent 16+ Travel Cards should be made directly to Kent County Council. **The School no longer pays Kent County Council.**

## **Applications and Assessment**

The School will make every effort to ensure that all those students entitled to bursaries receive such support. All students coming into the Sixth Form will receive information about bursaries.

Students will be asked to provide evidence of their family annual household income e.g. P60, notice of benefit received from the Department of Work and Pensions, Tax Credit Award Notification showing total Annual Taxable Income declared

As a guide, it is unlikely that any student where the household income exceeds £25,000 per annum would receive a bursary.

Applications for 2019/20 should be received by the school by 30<sup>th</sup> September 2019 and should be given to the Head of Sixth Form. Late applications may be accepted up to 31<sup>st</sup> December 2019.

Where applicable, payments to successful claimants may be backdated to the beginning of Term 1, subject to funds being available.

## **Appeals**

Students are entitled to appeal against decisions made in relation to their application for a bursary or grant or for the withholding of payments. They should first raise their concerns with the Key Stage 5 Student Support Manager. Students should also follow the school's normal complaints procedure.

## **Fraud**

Fraudulent claims for bursary allocations will be referred to the Police. Students found to have successfully made fraudulent claims will be required to refund all payments received and will be expelled from the school.