

# BURSARY FUND POLICY

## The Bromfords School & Sixth Form College 16-19 Bursary Fund Policy

### Important information for all Year 12 and 13 students and their parents/carers

The fund is made available from the government through the Education Funding Agency to provide students whose access to, or completion of, education is inhibited by financial constraints or barriers.

*The fund is a fixed and finite sum and allocations may therefore not exceed the total sum available.*

### Who will be eligible for a bursary?

To qualify you must be aged under 19 on the 31st of August in the academic year in which you start your programme of study and a legal resident of the UK or a registered asylum seeker. There will be two levels of The Bromfords School and Sixth Form College's bursary and you can apply for **ONE** only:

- **Level 1.** Those most in need, such as young people in care, care leavers, young people receiving Income Support and disabled young people receiving both Employment Support Allowance and Disability Living Allowance can apply for a bursary of £1,200 per year.
- **Level 2.** This bursary is for students who are currently eligible for Free School Meals. This may be a one-off payment for specific items or a cash bursary for support up to a maximum of £800 per year, according to need. Amounts paid will be subject to the number of students in the category and the availability of funds. Should entitlement to Free School Meals cease, the Level 2 bursary would also cease.

Students may also apply for short term financial support during times of unexpected hardship or change in circumstances.

All applications must clearly state what the identifiable financial need is and provide evidence to support this.

All bursary awards will be dependent on high standards of behaviour, full adherence to the sixth form contract and good attendance. The Bromfords School and Sixth Form College reserve the right to withdraw payment where it is deemed the above conditions have been breached, this may be a temporary withdrawal or for the duration of Year 2017/2018 according to the severity of the breach.

Bursary payments are made directly to students **not** to their parents or carers. Payments from The Bromfords School and Sixth Form College will be made half-termly in arrears by bank transfer to the individual student or in certain instances payment will be 'in kind' for example by purchasing equipment/books or bus passes rather than allocating a cash payment. On occasion, very exceptional circumstances may allow for earlier payment.

### What can the money be spent on?

The allowance is for books, meals, transport or other course-related costs needed to help a young person stay in full time education. It may also be used to fund visits to Universities. Students must provide evidence of purchases via receipts on a monthly basis to enable payments to be made.

**If I am in one of the eligible groups what evidence will my school need to see?**

If you are in care or a care leaver, the Local Authority will be able to provide a letter for the school confirming this. Free School Meal eligibility will be checked electronically.

N.B. Parents are positively encouraged to apply for Free School Meals for their children where they are entitled, as future 16-19 Bursary eligibility is likely to be dependent upon it. Application assistance may be found on our school website.

**Free School Meals criteria – do you qualify?**

Parents or guardians receiving the following benefits can apply:

- Income Support
- Jobseekers Allowance (Income Based)
- Income Related Employment & Support Allowance
- Child Tax Credit with an annual taxable income of less than £16,190, however you will not normally be eligible for Free School Meals if you receive any amount of Working Tax Credit.
- Pension Guarantee Credit

**How do I apply for a The Bromfords School and Sixth Form College's 16-19 Bursary Fund?**

You should apply to the Finance Office as soon as possible after admission in September but no later than 1<sup>st</sup> October 2017. Use the Application Form attached to this policy and remember to include evidence to support your application. It is also available to download on the school's website, 'Post 16, Bursary Policy'

**What if I have not got a bank account?**

Students aged 16 are able to open a basic bank account, which will allow for receipt of the bursary by cashless means, and will allow funds to be withdrawn via ATMs.

- Where bursary payments are to be made to a bank account, they can only be made to the student's bank account.
- Payments may be made to a joint account, as long as the student is one of the account holders.
- If a student has a Post Office account, it should be noted that these accounts do not accept payments by BACs (electronic bank transfers).

**What happens to my application form?**

The Bromfords School and Sixth Form College's Remissions Panel comprises of the Director of Sixth Form, Finance Officer and a Governor. The Remissions Panel will sit in September, January and April to assess each claim and authorise payments half-termly in arrears. Payments will be made to successful students after the Panel have considered their application. It is not necessary for successful students to reapply each term, applications should be made at the start of Year 12 and then again at the start of Year 13. Applications approved will be monitored and evaluated throughout the year and reports provided to the Remissions Panel. The grant may be withdrawn at any time a student fails to meet the criteria. The Bromfords School and Sixth Form College may choose to pay the bursary as a cash payment or provide 'in kind' support, for example, by bulk purchasing equipment that eligible students need for particular courses. Transport costs may be bought by the school i.e. bus or rail tickets rather than allocating cash payment.

**The bursary payment to schools is a fixed sum and not on a per student basis. The Bromfords School and Sixth Form College may vary the amounts of its bursaries to deal fairly with the number of eligible students in the sixth form.**

# The Bromfords School and Sixth Form College

## 16-19 Bursary Fund Application



<b>Surname:</b>	<b>First Name</b>
<b>Address:</b>	
<b>Home telephone number:</b>	<b>Student Mobile</b>
<b>Bank Details: Bank Name (e.g. HSBC)</b>	
<b>Name of Account Holder:</b>	<b>Sort Code:</b>
<b>Account Number:</b>	

<b>Bursary Applied for (Tick ONE)</b>	
<ul style="list-style-type: none"> <li>○ <b>Level 1 Bursary:</b> For students in care, care leavers, students receiving income support and disabled students receiving both Employment Support Allowance and Disability Living Allowance</li> <li>○ <b>Level 2 Bursary:</b> For students who are currently in receipt of Free School Meals. Please state what the identifiable financial needs are, e.g. Textbook, transport, equipment etc.</li> </ul>	
<b>Please state the identifiable financial needs. For example, transportation, equipment, textbooks</b>	
<b>Please outline the financial need here</b>	<b>Total Amount per year.</b>

Please note evidence should be attached to support your application. If no evidence is appended the application will be refused automatically. Please ensure you specify the full details and costs of essential equipment, books and trips etc. as without this information we cannot accurately assess the level of financial support required.