



WG6 - Wilmington Grammar - 16-19 Bursary Fund Policy 2016/17

What is the 16-19 Bursary Fund?

The fund is made available from the government through its funding body – Young People’s Learning Agency (YPLA) for 16-18 year olds – to provide assistance to students whose access to, or completion of, education is inhibited by financial constraints or barriers. The Bursary Scheme for 16-18 year olds has been put in place as a partial replacement for Education Maintenance Allowance (EMA), although there is substantially less funding than EMA.

Who is eligible to apply for 16-19 Bursary Funding at WG6

Students following government (YPLA or SFA) funded full time or part-time courses, who are 16 years and over and satisfy one or more of the following criteria:-

- Students aged at least 16 and under 19 years of age on 31/08/16 who are in care, are leaving care, are in direct receipt of Income Support, universal credit, Personal Independence Payments or are disabled and in receipt of both Employment Support Allowance and Disability Living Allowance
- Students who are economically or socially disadvantaged and at risk of not taking up or continuing in their education. This group includes students with physical or other disabilities, medical conditions and/or learning difficulties
- Students who have been in care, on probation, are young parents or are otherwise considered at risk
- Students who are asylum seekers
- Students who are refugees (who will have access to 16-19 Bursary Funding if they are in receipt of supportive evidence from DWP)
- Students who are lone parents
- Students are in receipt of FSM

Who is not eligible for 16-19 Bursary Funding?

- Students under 16 years of age or over 19 years of age on 31/08/16.
- Students who do not meet the residency qualifications
- Students who do not fulfil any of the criteria described above

Residency qualifications

- Please refer to paragraphs 31 to 42 of the YPLA funding guidance regulations at http://readingroom.lsc.gov.uk/YPLA/ypla-Funding_Guidance_Regulations_2011-12_gn-Jul11-v1.pdf

Proof of household income

Evidence will be required to support this application and could include:

- Certified letter from the LA re: Free School Meals or within the last 6 years
- Certified letter from the DWP
- P60 (additional evidence will also be required)
- Self-Employment Income evidence
- Other means tested certification

Additional information can be found at <https://www.gov.uk/1619-bursary-fund>



How will WG6 assess applications and allocate 16-19 Bursary funding?

Discretionary Support is offered as payment in kind for students whose family income is less than £25,000. There will be a range of individual support packages to help cover cost of:

1. Essential textbooks, extended learning texts
2. Art/Photography materials
3. Course-related trips
4. Travel to HE interviews and Open Days
5. Essential uniform
6. Special equipment
7. Criminal Record (CRB) checks
8. Part payment towards KCC travel card
9. Other expenses may be considered on application (please note petrol/diesel will be capped at a maximum of £285 (a distance of 10 miles per day at 15p per mile over 38 weeks)

The 16-19 Bursary Fund is a limited fund and the school will prioritise allocation. There will be 3 priority groups, categorised as high, medium and low. Students who are eligible for any level of funding should complete an application form and hand it to Mrs Halstead, Sixth Form Office at WGSG or Mrs Riley in the Sixth Form Office at WGSB site by **16th September 2016**. A Bursary Fund Committee will meet to consider applications at all levels.

Students who are deemed eligible should be aware that to continue to receive a bursary/funding they must have at least 95% for attendance, excellent performance and effort in compliance with school's attendance and behaviour policies. This will be monitored by the Student Managers.

The school will only allow authorised absence under the following circumstances (evidence will be required in all cases).

- Hospital/medical appointments which cannot be arranged outside school hours
- Recognised religious holiday (up to maximum of 3 days)
- Visit to university/college or careers interview (maximum of 3)
- Field trips and other extra-curricular activities related to studies agreed by the school
- Attendance at a close family funeral
- Driving test (not lessons)
- Court attendance or social service review
- All illnesses must be supported by a parental telephone message or letter.



The bursaries will be reviewed each term. Entitlement to make the qualification is not a guarantee of funding; our allocated funds are limited, so support will be awarded to students who demonstrate greatest need.

Fraud

A Parent/Carer and student must confirm that all information provided is true and must notify WG6 if any circumstances change. The bursary will be provided on the basis that certain conditions set by the school, as detailed in the 16-19 Bursary Contract, will be adhered to. Parents and students will be required to jointly sign applications so that they understand that money may be claimed back and eligibility withdrawn should they knowingly provide information which is discovered to be false.

All bursary payments will be subject to the conditions laid down in the 16 – 19 Bursary Contract, including attendance, behaviour, completion of coursework and completion of courses enrolled upon.

Once entitlement is approved, the 16-19 Bursary Contract will be signed by the Head of WG6 and Student Manager. As long as the requirements for bursary payment are met there will be an individual support package put together to help cover the cost of educational requirements including a request to have part payment put towards the KCC travel card.

The Bursary Fund Committee

- The Bursary Fund Committee will normally meet three times per year (September, November and January to consider and review applications). Emergency meetings may need to be called.
- The Bursary Fund Committee will be made up of the Finance Manager, Head of WG6 and Admin Support.
- The Learning Coordinators and Student Managers do not make decisions about applications but they may offer information to the Committee about a student's circumstances, wellbeing, behaviour, progress and attendance
- Learners and their parents should understand that the available fund is limited. Any appeals against decisions can be made to the Chair of Governors (or in their absence the Vice Chair), via the Clerk.
- More than one proof of evidence will be required by the Committee to support this application. Please see previous notes for examples of proof of evidence.

Claim period

Once approval has been given, students can make their initial claim during the week of 19-23rd September 2016.

There will be three other claim periods:

(7-11 November, 16-20 January and 13th – 20th March 2016).

Students will be informed if they are eligible to make a claim during these periods, following further reviews by the Bursary Committee.

Applications will, of course, be considered outside of these allocated time periods, as circumstances change.

WG6 Student Resource Policy

WG6 will provide all core educational resources for Sixth Form students across all of their subjects to be used during lesson time. All

departments will ensure that all students have access to textbooks or alternative resources during lessons. These textbooks will remain on school site at all times and copies will also be made available in the school library across both sites.

Sixth Form students are recommended to purchase one key text book for each subject they study.

Departments will ensure the WG6 team have details of recommended textbooks. A list of textbooks will also be made available in the Induction packs so that parents and students are able to purchase them prior to the course starting, either privately or through a department organised scheme.

A key benefit of this approach will be that students will have their own personal copy of textbooks. This will also ensure that students have the ability to annotate and write in their text book itself allowing more valuable classroom teaching time to be used for application and intervention.

Students who apply for a Bursary will be required to prioritise their spending on the recommended texts. Any students stating hardship as a reason for being unable to purchase their own copies will be supported by WG6 pastoral staff in making a Bursary application if appropriate.



£1200 Bursary (Level 1/High priority)

The government has announced that some students will be entitled to a grant or bursary of £1200. You could get this if you are in one of the following categories:

- You are living in care, or have recently left living in care
- You, the learner, are receiving income support
- You, the learner, are disabled and receiving both Employment Support Allowance and Disability Living Allowance

If you think you are eligible for this £1200 bursary, please complete the main application form and tick the box for Level 1 bursary.

Level 2/Medium priority group

You could receive this level of funding if:

- You have a gross annual household income of below £20,000 OR
- You are in receipt of Free School Meals OR
- Your household is in receipt of other income based means tested benefits.

If you think you are eligible for payment in kind up to the maximum value of £500 pa support, please complete the main application form and tick the box for Level 2 bursary.

You will need to state what support you will require to assist you with your studies. The value of this bursary will be calculated annually according to the availability of funds divided by the number of eligible applicants by the September closing date. This figure will be set for the academic year by the Bursary Fund Committee and payments made, subject to the terms of the Bursary Contract.

Level 3/Low priority

You could receive this level of funding if:

- You have a gross annual household income of between £20,000 and £25,000
OR
- You have an identifiable financial need and do not fall into Levels 1 or 2 above

If you think you are eligible for payment in kind up to the maximum value of £350 pa support, please complete the main application form and tick the box for Level 3 bursary.

Those in the Level 3 group will be considered for funding based on the school's allocation and subject to available funding after those in Level 1 and Level 2 have been awarded.



WG6 - Wilmington Grammar 16-19 Bursary Fund Main Application – 2016/2017

**Prior to completing this form please read through the guidance notes.
Proof of entitlement must be included when the form is returned.**

Learner Details

| | |
|-----------------------|--|
| Surname/Family Name | |
| First Names | |
| Date of Birth | |
| Address | |
| Post Code | |
| Home Phone | |
| Mobile Phone | |
| E-mail address | |
| Courses being studied | |

This application for assistance from the 16-19 Bursary Fund is made at the following level. Please tick one category.

| | | | | | |
|-----------------------|--|-------------------------|--|----------------------|--|
| Level 1 (High) | | Level 2 (Medium) | | Level 3 (Low) | |
|-----------------------|--|-------------------------|--|----------------------|--|

I wish to apply for support towards:

| Specific need (ie transport) | Detail if applicable | Amount applied for | Total |
|------------------------------|----------------------|--------------------|-------|
| | | | |
| | | | |
| | | | |

I understand that there is no guarantee that funds will be available when I apply and that if there is a high demand on the funds, awards may be given at a reduced rate.

I confirm that the details are true and accurate. I understand that to continue to receive funding I must maintain good levels of attendance, effort and behaviour.

| | | |
|---------------------|------|--|
| Signed (Learner) | Date | |
|---------------------|------|--|

I confirm that the details on this application are true and accurate to the best of my knowledge. I understand that the criteria will need to be met by my son/daughter to ensure payments are received in full.

| | | |
|------------------------|------|--|
| Signed Parent/Carer | Date | |
|------------------------|------|--|

WG6 - Wilmington Grammar 16-19 Bursary Contract 2016/2017



Name

Form

By completing this Contract you agree to the terms and conditions under which you will be paid your 16-19 Bursary. Any change in financial/home situation should be communicated to School in writing. Parents/students are required to sign to this effect and if upon review it is found that student/parents have falsified documents, submitted inaccurate information or been claiming money fraudulently the school may refer the matter to the police. It is an expectation that the 16-19 Bursary will be used to support your education and will cover such outgoings such as uniform compliant with WG6 dress code, transport costs to school, books and equipment, trips and other course related costs.

Student declaration:

I am a full time student attending WG6 – Wilmington Grammar. I agree to abide by the terms and conditions of this contract and understand that the payment in kind of the 16-19 Bursary is subject to a review following each progress report.

I understand that I must take responsibility for ensuring that I have at least 95% for attendance, excellent performance and effort in compliance with the school’s attendance and behaviour policies.

I recognise that the school will only allow authorised absence under the following circumstances (evidence will be required in all cases).

- Hospital/medical appointments which cannot be arranged outside school hours
- Recognised religious holiday (up to maximum of 3 days)
- Visit to university/college or careers interview (maximum of 3)
- Field trips and other extra-curricular activities related to studies agreed by the school
- Attendance at a close family funeral
- Driving test (not lessons)
- Court attendance or social service review
- All illnesses must be supported by a parental telephone message or letter.

Each claim period, as long as I have met the requirements above I understand that I will receive a bursary in kind depending on the nature of my request. If my attendance or behaviour is below a satisfactory standard my award may be stopped or asked to be returned. I understand that if my application for financial assistance is unsuccessful or successful in part, it remains my responsibility to pay all outstanding fees related to my study at WG6.

Student signature: _____ Date: _____

Parent/carer signature: _____ Date: _____

I hereby confirm that the above named student has had the terms of the 16-19 Bursary explained and has agreed to comply with the conditions of this contract. It has also been explained that payment is subject to meet the conditions listed above.

Signature Sixth Form Student Manager: _____ Date _____

Signature Head of WG6: _____ Date: _____

| | | |
|----------------------------|-----------------------------|----------|
| Date application received: | Date reviewed by Committee: | Outcome: |
|----------------------------|-----------------------------|----------|