

# 16–19 BURSARY FUND POLICY/APPLICATION



The John Warner School has grant funding that can support your learning.

The 16 to 19 Bursary Fund is a grant that the government has given to local authorities, schools, colleges and other education and training providers to give to students who need financial help to stay in education that are essential to your study programme.

Bursary funding is intended to help students with the actual cost of participating. Payments are made to students from the grant to help them overcome the individual barriers to participation they face.

All claims are treated confidentially.

There are two types of means tested bursary available for 16 to 19 old students:

## 1. The Vulnerable Student Bursary

Grants for up to £1,200 a year are available for young people in one of the defined vulnerable groups

## 2. The Discretionary Student Bursary

Grants for up to £1,100 that institutions can award to meet individual study needs. For example, transport, meals, books and equipment.

**As part of the application you must specify the amount that you are applying for and that the grant will be used for.**

The school is responsible for managing both types of bursary. From delegated grant funds, for both types of bursary, we are able to give eligible students financial help to meet the cost of:

- Funding of books/equipment
- Any additional course costs
- Any transport costs
- Examination re-sit fees
- Educational visit
- University open day and/or interview
- Other miscellaneous items

## Eligibility

In order to be eligible for a Bursary Grant you must be:

- Aged 16-19
- participating on a study programme that lasts for 30 weeks or more
- Resident in the UK

Copies of the evidence may be retained by the school.

## IT equipment

There is a bank of Chromebooks available to students who qualify or bursary support. Please indicate on the application form if you would like to have access to a loan Chromebook for the duration of time you are in the Sixth Form.

## The vulnerable student bursary

You could get up to £1,200 if at least one of the following applies:

- You are in or recently left local authority care
- You receive Income Support (or Universal Credit in place of Income Support) in your name
- Students receiving UC/ESA and Disability Living Allowance and Personal Independence Payments in your name (see Appendix A)

You may get the full amount if you have expenses and study full-time on a course of at least 30 weeks. You'll usually get less, or no bursary, if your course is shorter, you study part time or have few expenses. The evidence you need is set out later in this form.

## Arrangements for payment for the vulnerable student bursary

Application for support from the Vulnerable Student Bursary should be made by completing Appendix A, 'Vulnerable Student 16-19 Bursary Application', at the end of this document.

You will be asked to provide supporting documentation, which is set out on the form itself.

Help is available to you in completing the paperwork. Please contact a member of the Sixth Form leadership team in the first instance, if you wish to talk this through. If you have any specific questions, a member of the finance team will be pleased to assist.

## The discretionary bursary

Schools are responsible for setting their own eligibility criteria for the discretionary bursary. Allocations will depend on the number of applicants annually and is contingent on the grant funding available. Allocations will be advised by letter within 2 weeks of the deadline, once all applications are received and processed.

At this school, you are eligible for the discretionary bursary if any of the following three criteria apply:

- You currently receive free school meals, or
- You have ever been eligible for the pupil premium, or
- There are extenuating circumstances that suggest that without financial support from the bursary you will be at a disadvantage in comparison to others within a specific, determinable educational peer group should you not receive such support.

## Deadline for application for discretionary bursary

Initial applications for the financial year must be received by Monday 28th September. Further allocation may be available but will be dependent on available grant. There will be a small emergency fund for students who face exceptional circumstances during the year.

## Arrangements for payment for the discretionary bursary

Application for support from the Vulnerable Student Bursary should be made by completing Appendix B, 'Discretionary 16-19 Bursary Application', also at the end of this document.

The criteria we have set out for eligibility for the discretionary bursary are designed to be targeted at students who are in need of the most help to stay in education, actual financial need and to allow us flexibility to provide that support based on likely educational impact. We will decide, in each case, how much assistance you will receive, when it is paid, what it should be spent on, and the mechanism for providing that help.

You may be asked to provide supporting documentation, the nature of which will depend on the nature of your application. A final decision will be made by the Bursary Committee in each case.

## Evidence of earnings

As part of your application you will be asked to evidence your household income and submit copies of the last 3 months' payslips or the latest confirmation of benefit eligibility.

## Obligations, expectations & conditions

As part of the support we provide, a set of obligations, expectations and conditions in relation to continued eligibility for either bursary grant is set out at the end of this form.

There are expectations around your attendance and behaviour that are attached to the award of a bursary grant.

If your home circumstances change during the year you must advise the school accordingly to prevent an overpayment of the bursary grant.

The expectations are detailed Appendix C, and you will be asked to confirm you have read and understood them in the Student Bursary Fund Agreement.

## Bank details

In order for payment to be processed you will also be asked to confirm that you accept the terms and conditions of the bursary policy, and to provide your bank details so that we can arrange reimbursement payments.

## The bursary committee

The members of the bursary committee are

- Jeremy Scott, Headteacher
- Georgette Knights, Chief Financial Officer
- David Allman, Executive Headteacher

The Committee will meet to approve the application.

## Confirmation of grant

All successful applicants will be notified in writing of their allocation y Friday 20 October.

## Obligations and conditions

In addition to the eligibility criteria set out above for the vulnerable student bursary, students are expected to meet the following expectations during their time in the Sixth Form:

- A minimum attendance rate of 90% to all lessons and am/pm registrations is expected. It is your responsibility to ensure your attendance is marked correctly on the registers
- You must comply with the school's Behaviour for Learning Policy at all times
- If you attend lessons at a Consortium school, you must adhere by their learning policy and ensure that you attend lessons on time. Please ensure your attendance is marked correctly on the registers
- You must notify us immediately of any changes, in writing, to your bank account details. We will not be liable for late payment, if you do not do this
- Mr Cove, Associate Headteacher: Director of Post 16 Education, Mr Collingwood and Ms Crummy are the members of staff responsible for monitoring your attendance/ behaviour and the general administration of your bursary. When notifying the school of: sickness, absence –unauthorised or authorised, Sixth Form application for leave of absence forms please address these matters to them in the first instance

## Sickness

- If you are ill, you must ring the school by 9.10am on 01992 449540 and leave a message alternatively email [absence@johnwarner.herts.sch.uk](mailto:absence@johnwarner.herts.sch.uk)
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- You must report in every day you are sick, as indicated above
- When you return to school you will be asked to complete a Self-Certification Form
- If you are ill for more than five continuous days you must obtain a Medical Certificate from your GP
- You must notify of all doctors/hospital appointments in advance by completing a Sixth Form application for leave of absence form available from the finance office
- If you are ill during the day, you must report to your tutor or Mr S Cove who will amend the registers accordingly

## Authorised and Unauthorised Absence

You must familiarise yourself with the distinction between the absences, please keep this policy in a safe place in case of dispute over non-payment.

Examples of unauthorised absence include:

- Driving lessons booked within school time
- Job interviews booked within school time
- Holidays
- Part or full time work, which is not part of your programme of study
- Leisure activities
- Birthdays or similar celebrations
- Babysitting younger siblings (except in emergency see above)
- Shopping.
- You can apply for absence from your tutor no less than two days in advance.

Before you take this absence you must complete a Sixth Form application for leave of absence form, available from the finance office. It must be approved by Mr Cove, Mr Collingwood or Ms Crummy prior to your absence.

Examples of authorised absence which you must apply for in advance include:

- Funeral of immediate family member
- Full time job, FE or HE interviews
- Doctors/ Hospital/ Opticians appointments
- Religious festivals
- Court attendance
- Official study leave
- Work experience placement
- Interview with a professional –i.e.: Careers Advisor, Counsellor (this should be booked outside of lesson time if possible)
- Practical Driving test
- Care of a younger sibling(s) in exceptional circumstances
- HE/FE Open Days – 3 of which are allowed per student per academic year
- Exceptional circumstances as approved by the Head of Year.

*Documentary evidence will be required in all the above circumstances.*

The school reserves the right to investigate any absence to ensure its authenticity.

Any false or misleading claims will be treated as fraud and dealt with accordingly.

## Free School Meals

Please note that if you do not qualify for free school meals but your **parents or guardians** claim one of the following, you should visit [www.hertsdirect.org/freeschoolmeals](http://www.hertsdirect.org/freeschoolmeals) to make an application for Free School meals and subsequently the application for bursary funding.

### The school will:

- Keep records of all your attendance
- Monitor your behaviour
- Monitor your attendance and any absence- and investigate as they see fit
- Respond to any queries or problems you wish to discuss about the payment or administration of your bursary

## Changes in circumstances

If there is a material change in the parents' or applicant's circumstances, they must inform the School. Failure to do so may result in the School taking action to recover any overpayment. Any financial help is conditional on the student being on roll in The John Warner School Sixth Form. We may need to discuss your application further with you before making a decision.

## How to apply

To apply for a bursary grant please complete

Appendix A: Application for support from the Vulnerable 16-19 Student Bursary

**or**

Appendix B: Application for support from the Discretionary 16-19 Student Bursary

**and**

The Student Bursary Fund Agreement

**and**

submit evidence of earnings/benefit eligibility

Completed applications must be signed and received by 28<sup>th</sup> September 2020. Please make sure that your application contains all of the information and evidence required in order to be processed.

Please submit in an envelope marked 'confidential' to **Stephanie Dale, Finance Manager, The John Warner School.**

We would normally expect the form to be completed by the parents or guardians if the student is below 18 years old.

## How to apply

Once your bursary has been authorised you can submit a retrospective reimbursement claim.

Please provide **all** receipts to the school for reimbursement. We are unable to refund expenditure without a receipt. For example for bus and train tickets, please keep the original ticket/receipt.

Please speak to the Finance Manager if you require purchases to be made on your behalf, for example, text books. The Finance team can order the goods and advice once they are received.

## Appendix A:

### Application for support from the Vulnerable 16-19 Student Bursary

All information is given in confidence. However, disclosure may be necessary to process the application if it is successful or to satisfy scrutiny by the Department for Education, the Local Authority or the School's auditors.

<b>Applicant (student):</b>		
<b>Date of birth</b>		<b>Age:</b>
<b>Permanent address</b>		
<b>Contact telephone numbers</b>		

### Reason(s) for application

Please ✓ against relevant section(s):

- I am in care
- I am a care leaver (A Care Leaver is someone who has been in the care of the Local Authority for a period of 13 weeks or more spanning his or her 16th birthday)
- I am claiming income support or universal credit in my own right
- I am a student and receive UC/ESA and Disability Living Allowance and personal Independence Payments in my name

### Support applied for

<b>Please ✓ against relevant request and provide / list the details</b>	<b>Amount you are applying for</b>
<input type="checkbox"/> Funding of books/equipment	£
<input type="checkbox"/> Any additional course costs	£
<input type="checkbox"/> Any transport costs	£
<input type="checkbox"/> Examination re-sit fees	£
<input type="checkbox"/> Educational visit	£
<input type="checkbox"/> University open day and/or interview	£
<input type="checkbox"/> Other miscellaneous items (please give details)	£
<b>Total</b>	£

Please provide all additional information to support your application, including, for example, anticipated costs.

## Appendix B:

### Application for support from the Discretionary 16-19 Student Bursary

All information is given in confidence. However, disclosure may be necessary to process the application if it is successful or to satisfy scrutiny by the Department for Education, the Local Authority or the School's auditors.

<b>Applicant (student) Name</b>	
<b>Date of birth</b>	
<b>Permanent address</b>	
<b>Contact telephone numbers</b>	

### Reason(s) for application

Please ✓ against relevant section(s):

- I currently receive free school meals
- I have been eligible for the pupil premium in the past
- The household income is less than £26,000
- There are extenuating circumstances that suggest that without financial support from the bursary that I will be at a disadvantage in comparison to others within a specific, determinable educational peer group should I not receive such support

Please provide any additional information that may support your application, including, for example, anticipated costs. If you are applying under either of the first three criteria, you will be asked to provide documentary evidence to support your claim. If you are applying under the fourth criterion, please explain, in writing, what the circumstances are that you believe assistance from the discretionary bursary will help alleviate so that you are not placed at a disadvantage compared to a specific group of others. Names are not to be included, but classes/potential trip attendees etc are possible identifiers. Please continue on an additional sheet if necessary.

### Support applied for

Please ✓ against relevant request and provide / list the details	Amount you are applying for
<input type="checkbox"/> Funding of books/equipment	£
<input type="checkbox"/> Any additional course costs	£
<input type="checkbox"/> Transport costs	£
<input type="checkbox"/> Examination re-sit fees	£
<input type="checkbox"/> Educational visit	£
<input type="checkbox"/> University open day and/or interview	£
<input type="checkbox"/> Other miscellaneous items (please give details)	£
<b>Total</b>	£

## Student Bursary Fund Agreement

This is to confirm I have **read and understand** the terms set out in the **Bursary Fund Policy** and agree to adhere to its terms and conditions and expectations.

Please note that if you do not qualify for free school meals but your **parents or guardians** claim one of the following, you should visit [www.hertsdirect.org/freeschoolmeals](http://www.hertsdirect.org/freeschoolmeals) to make an application for Free School meals and subsequently the application for bursary funding.

- Income Support
- Income based job seekers' allowance
- Income related employment and support allowance/universal credit
- Child tax credit with an annual income of no more than £26,000 and not in receipt of working tax credit
- The guaranteed element of State Pension Credit
- Support under Part VI of the Immigration and Asylum Act 1999
- Working tax credit run on – paid 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit (with annual earned income of no more than £7,400 after tax and not including any benefits you get)

### Chromebook

I would / would not like access to a Chromebook to support my studies during my time at The John Warner School.

### Student Bank Account Details

You should check that your account can accept BACS Direct Credits.

<b>Bank Name</b>			
<b>Branch Address</b>			
<b>Name of Account Holder</b>			
<b>Sort Code</b>			
<b>Account Number</b>			
<b>Roll Number (Building Society Account)</b>			

I confirm that the information given above is true

<b>Signed</b>  Student ( <i>if Over 18 years of age</i> ) Parent/Guardian ( <i>if under 18 years of age</i> )	
<b>Name of Signatory</b>	
<b>Date</b>	