

WATFORD GRAMMAR SCHOOL FOR BOYS



16-19 BURSARY FUND POLICY

Headmaster's signature

23/01/2019

A handwritten signature in black ink, appearing to be 'J. A. ...', written over a horizontal line.

Chair of Governors' signature

23/01/2019

What is the 16-19 Bursary Fund?

The 16-19 Bursary Fund consists of two elements:

1. A Guaranteed Bursary
2. A Discretionary Bursary

Who qualifies for the 16-19 Bursary Fund and Guaranteed Bursary?

To be eligible to receive either of the above bursaries, a student must be aged under 19 on the 31st August in the academic year in which they start their A levels. Where a student turns 19 during their A levels, they can continue to be supported to the end of the academic year in which they turn 19, or to the end of the programme of study, whichever is sooner. Students eligible for the 16-19 Bursary must meet the criteria of a 95% attendance for each half term, unless the absence is authorised. If this criterion is not met no payment will be made for the half-term period of absence.

Vulnerable Student Bursary

All students in the sixth form who meet strict criteria will receive a £1,200 annual bursary (either full or pro-rata, depending on the number of week's attendance in the year).

To receive a guaranteed bursary you must meet *one* of the following criteria:

- you're in or recently left local authority care
- you get Income Support or Universal Credit because you're financially supporting yourself
- you get Disability Living Allowance (DLA) in your name and either Employment and Support Allowance (ESA) or Universal Credit
- you get Personal Independence Payment (PIP) in your name and either ESA or Universal Credit

Each vulnerable student bursary will be paid to the student over 10 months at the rate of £120 per month) via bank transfer.

The Discretionary Bursary?

The school has been allocated a small amount of money to support students in the sixth form. To qualify for this bursary your parents must be receiving one of the following state benefits or are in financial hardship with an income of less than £25,000 :

- free school meals
- income Support
- income-based Jobseeker's Allowance
- support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided the parent is not entitled to Working Tax Credit
- the guaranteed element of State Pension Credit.
- has a sibling in receipt of free school meals
- annual household income as assessed by HM Revenue and Customs , does not exceed £25,000

You can apply to a discretionary bursary if you're **over 19** and either:

- continuing on a course you started aged 16 to 18 (known as being a '19+ continuer')
- have an Education, Health and Care Plan (EHCP)

You will be asked to provide proof of entitlement to the benefits prior to payment of any bursary. The evidence required in order to verify household income will include Tax Credit Award Notices, P60, evidence of self-employed income.

What can I use the discretionary bursary for?

The bursary is designed to support you in respect of any educational expenses occurred and may take the form of an 'in kind' payment instead of a monetary payment. Examples of how discretionary bursaries may be used include the following:

- funding of books/equipment,
- any additional course costs e.g. field trips,
- any transport costs, this is limited to £10 per day
- any exam re-sit fees,
- Equipment and materials required to complete course
- University Open Days and Interview visit costs
- Other expenses approved by School, which relate to supporting attendance and participation

How will I be paid the Discretionary Bursary?

If you are accepted onto the scheme then the bursary will work as follows:

- Payment will be made upon production of receipts for educational expenditure (or other evidence of payment for other eligible costs). Payments will be paid directly into the student's bank account
- Students on the scheme can only make a claim if their attendance is above 95% on a half-termly basis.
- All discretionary bursaries will be paid half-termly in arrears by bank transfer into the student's bank account.

The above commitment is limited and is based on the available funds allocated to the school on an annual basis.

How do I claim for the bursary?

You should apply to the relevant Head of Sixth Form in writing, stating which bursary you are applying for and supplying any supporting evidence. The process of application and payments will remain confidential. The school retains the right to make a final decision as to whether a student qualifies for a bursary. The above commitment is limited and is based on the available funds allocated to the school on an annual basis.

Appeals Procedure

Appeals against the decision of the Bursary Panel should be made in writing to the Deputy Head Assistant Head (Sixth Form), requesting a reconsideration of the decision. The outcome of the reconsideration will be notified in writing and is final.