



**King Edward VI School  
POST 16 BURSARY FUND  
Policy and Procedure for Academic Year 2019/20**

### **Objectives**

- To ensure that King Edward VI School supports vulnerable students in Year 13
- To support the key priority of the Government which is to eliminate the gap in attainment between those from poorer and more affluent backgrounds, and to ensure every young person participates in and benefits from a place in 16-19 education and training.

### **Specific Guidance from DfE**

*To be eligible to receive a bursary the young person must be aged under 19 on 31 August in the academic year in which they start their programme of study. Young people in care, care leavers, young people in receipt of income support and disabled young people in receipt of Employment Support Allowance who are also in receipt of Disability Living Allowance will be eligible to receive a bursary of £1,200 a year*

*Bursary awards should be targeted towards young people facing financial barriers to participation, such as the costs of transport, meals, books and equipment.*

*Receipt of a bursary should be conditional on the student meeting agreed standards set by the school, academy, college or training provider, for example, relating to attendance and/or standards of behaviour.*

*Any provider or local authority administering a bursary scheme may use up to 5% of their total allocation to meet administration costs.*

### **Policy**

King Edward VI School has a small fund available to help support Year 13 students from low income backgrounds with their post-16 education. Funding for vulnerable groups (i.e. Full) bursaries is held centrally by the Education Skills and Funding Agency (ESFA) and therefore the King Edward VI School allocation is for discretionary bursaries and participation grants only. Bursaries are for one year only but all students eligible for FSM or Ever 6 automatically qualify for a discretionary bursary.

### **Principles for distribution of Funding**

- 5% of funding to be retained for administration
- All students eligible for FSM (or Ever 6) and/or have a family income below £20,000 per annum (including Working Tax Credit/Child Tax Credit) to receive a Discretionary Bursary of up to a maximum of £600 per year.
- A percentage of the fund is retained for students in need of support to remove “financial barriers for participation” (Participation Grant). All students are eligible to apply for such a grant and applications may be made at any point in the academic year to support specific activities.

- A percentage of the fund is retained for students whose circumstances change during the academic year i.e. after the deadline for the submission of applications, which mean that they may become eligible for a discretionary grant.

## **Procedure**

All bursaries must be applied for annually even if the student has been previously in receipt of a bursary.

### **Full Bursary (£1200 per annum)**

Funding for these bursaries is claimed from the ESFA by the school on a demand basis only. Applicants speak to the Business Manager if they believe they are eligible. Successful applicants will receive £200.00 at the start of each term and, subject to 90% attendance, £200.00 at the end of each term. Payments will be authorised by the Finance Department and made by BACS or cheque to the individual.

### **Bursary Discretionary Grant**

Successful applicants will receive a lump sum payment at the start of each term and, subject to 90% attendance, a further lump sum payment at the end of each term. Payments will be authorised by the Business Manager and made by BACS or cheque to the individual. Applications should be made by completing the application form at Annex A and returning it, **with** proof of household income and proof of all benefits received, to the Business Manager. **The closing date for applications for the academic year 2019/20 is Friday 27 September 2019.**

### **Participation Grant**

Applicants, either student or parent, put their case for support in writing to the Business Manager; the case should address the need to participate, specific financial difficulties and the amount requested. Applications should be made by completing the application form at Annex B and returning it to the Business Manager. The award of the Participation Grant will be agreed by the Business Manager and Head of Year 13.

### **Data Protection**

All personal data requested as part of the 16-19 Bursary application process will only be used for that purpose and will be stored securely. Any evidence provided to support applications will be returned to the sender once the process is complete. Please contact the Data Protection Officer if you have any queries.

### **Complaints**

Any complaints should be pursued through the Complaints Procedure.

### **Review**

This policy is subject to an annual review.



ANNEX A

**King Edward VI School  
APPLICATION FOR 16-19 Bursary Fund 2019-2020**

STUDENT'S SURNAME	FORENAMES	DATE OF BIRTH

Names of Adults who live at the student's main address:		
SURNAME:	FORENAME:	MR/MRS/MISS/MS
HOME ADDRESS:		POST CODE:
TELEPHONE NUMBER:		

NAMES OF ADULTS IN HOUSEHOLD	Adult 1:	Adult 2:
Employer's Name and Address:		
NATIONAL INSURANCE NUMBER:		
<p align="center">Please attach latest P60 or <u>most recent</u> payslip(s) as proof of current earnings, together with proof of all benefits received. <b>THE APPLICATION CANNOT BE CONSIDERED WITHOUT THIS EVIDENCE.</b></p>		

<p align="center">I/We certify that the information given on this application form is, to the best of our knowledge and belief, correct. I/We consent to this information being collected, processed, securely stored and retained by the school in order to complete this application. I/We understand that all supporting data will be returned to me/us, once the application process is complete.</p>	
Signatures of Adult (s) in the household:	Name:
	Signature: <span style="float: right;">Date:</span>
	Name:
	Signature: <span style="float: right;">Date:</span>

**COMPLETED FORMS FOR ACADEMIC YEAR 2019/20 SHOULD BE RETURNED BY FRIDAY 27 SEPTEMBER 2019, WITH THE RELEVANT DOCUMENTATION, TO THE BUSINESS MANAGER**



ANNEX B

**King Edward VI School**  
**APPLICATION FOR 16-19 Participation Grant 2019-2020**

STUDENT'S SURNAME	FORENAMES	DATE OF BIRTH

Amount requested:	
Specific activity the grant will support:	
Details of financial difficulty e.g. details of benefits received:	

<b>Consent:</b>	I certify that the information given on this application form is, to the best of our knowledge and belief, correct. I consent to this information being collected, processed, securely stored and retained by the school in order to complete this application.
<b>Details of (parent) applicant:</b>	Name:
	Signature:
	Date: