



WHS Sixth Form Bursary

The school is provided with funds by the EFA (Education Funding Agency) specifically for the provision of bursaries to 16 – 19-year olds continuing their education at the school.

Bursaries will be made available to help young people overcome financial barriers to their participation in education at the school.

Priority will be given to applications from students who, without extra finance, would find it difficult to continue with post-16 education. Students will therefore need to demonstrate the reason support is required and for Discretionary Bursaries should attempt to access all other available funding sources in prior to application.

Eligibility for Bursary Awards

To be eligible to receive a bursary the young person must be aged under 19 on 31st August in the academic year in which they start their programme of study. Where a young person turns 19 during their programme of study, they can continue to be supported to the end of the academic year in which they turn 19, or to end of the programme of study, whichever is the sooner.

Young people must satisfy the residency criteria as stated in the document EFA Funding Guidance (available on the DfE website www.education.gov.uk) and must be undertaking a full time course at Woodcote High School funded by the EFA.

The following groups of young people are eligible to apply for bursaries:

- Vulnerable young people.
- Young people who were eligible for free school meals at any point in the previous 6 years and/or become eligible during the previous academic year.
- Learners facing financial hardship.

Woodcote High School will take into account any allowances or other sources of financial support received when deciding whether to award a bursary.

Bursaries Available:

Bursary 1 - £1,200 Guaranteed Bursary for Vulnerable Young People

Available to vulnerable young people as defined by the EFA only. The most vulnerable young people will be eligible for a guaranteed bursary of £1,200. This group covers young people who are:

- in care
- care leavers
- those in receipt of income support (or Universal Credit)
- disabled young people in receipt of BOTH Employment Support Allowance (ESA) AND Disability Living Allowance (or Personal Independence Payments).

Appropriate evidence confirming eligibility will be required, for example:

- A copy of the benefits paperwork to which the young person is entitled i.e. either Income Support OR Employment and Support Allowance AND Disability Living Allowance / Personal Independence Payments
- Written confirmation of the young person's current or previous looked-after status from the local authority which looks after them or provides their leaving care services.

Bursary 2 - £750 Discretionary Bursary

Available to young people entitled to Free School Meals at any point in the previous 6 years or who become eligible during the previous academic year or who meet the qualifying criteria but do not apply for Free School Meals (subject to funds being available).

Parents of young people do not have to pay for school lunches if they receive any of the following:

- Income Support
- Income-based Jobseeker's Allowance or Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guarantee element of State Pension Credit
- Child Tax Credit provided they are not entitled to Working Tax Credit and have an annual income (as assessed by HM Revenue & Customs) that does not exceed £16,190.

Young people who receive any of the qualifying benefits listed above in their own right are also eligible to receive free school meals.

Young people who were eligible for free school meals at any point in the previous 6 years will be eligible to apply for the bursary of £750. Young people who become eligible for free school meals during Year 12, or who provide evidence of meeting the criteria even if they do not apply will also be eligible to apply for the bursary of £750, pro-rata to the term in which they became eligible (subject to funds being available)

The school is able to obtain proof of eligibility for Free School Meals from the local authority. Where a student received FSM at a different provider at any point in the previous 6 years or is applying for a bursary under the above criteria without applying for Free School Meals, appropriate evidence confirming eligibility will be required.

The school may also seek evidence of any unearned income (shares/investments, savings, rental income) and will take this into account when assessing applications. The school will also consider other exceptional circumstances when assessing applications for example if the student is providing care to a sick or disabled relative.

Bursary 3 – Discretionary Hardship Additional Support Bursaries

Available for students whose family income is below the threshold of £21,000 and who are not receiving bursaries under 1 or 2 above. The school may also take account of the number of dependants in the household. Each application will be considered on an individual basis and discretionary awards made, subject to funding being available, and to a maximum per student of £750 in any academic year.

Students facing financial hardship and whose family income is below the threshold of £21,000 but who are not eligible for the first two bursaries, are invited to apply for assistance with school course-related costs, for example:

- Transport to or from school
- Meals at school
- Materials - calculators, art equipment, stationary etc
- UCAS fee and travel to open days
- Course-related protective clothing - sportswear, lab/art coats, safety goggles etc
- Trips, visits, and sports activities directly relevant to a course of study
- Uniform
- Examination resit fees

Applications should be made prior to the expenditure being incurred. Failure to do this may result in you incurring expense that is not then reimbursed by the school. The school may choose to procure any items required by students, directly and to “loan” them to students for the duration of their course of study. In such instances the items will remain the property of the school and should be returned to the school at the end of the course for use by future students. Such purchases will be considered to form part of the bursary award.

All applications will be assessed on an individual basis and any allowances or other sources of financial support received by the student will be taken into account when deciding to award a bursary.

The school may also seek evidence of any unearned income (shares/investments, savings, rental income) and will take this into account when assessing applications. The school will also consider other exceptional circumstances when assessing applications for example if the student is providing care to a sick or disabled relative.

The bursary will be paid on the submission of evidence of actual expenditure. In most cases this will be a receipt from the supplier clearly showing the date, items purchased and cost.

Appropriate evidence confirming income will be required, for example:

- Income Support or Income Based Employment and Support Allowance – most recent benefit letter from HM Revenue & Customs detailing the amount of benefit received
- Tax Credits – Tax Credit Award Notification from HM Revenue & Customs for the previous tax year detailing your household income and your Tax Credit entitlement
- Salaries and wages – P60, Month 12 or week 53 payslip; and P9D or P11D if in receipt of benefits or payments in kind; and P45 if employed by more than one employer for previous tax year.
- Self Employment Income – A SA302 form; or Tax Credit Award Notification; or accountants' letter on headed paper
- Taxable social security benefits – a statement of paid benefits from JobCentre Plus or Social Security Office

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Conditions

Young people who are awarded a bursary will be expected to meet the following conditions relating to attendance, behaviour and completion of work and courses:

- 100% attendance.
- No behaviour or conduct issues
- Responding positively to course criteria - completing modules in line with expectations
- Completion of examination year

Applications for Bursaries

Students should obtain a Bursary Application Form from Mrs Peplow in the Sixth Form Office.

Applications will be reviewed by the Director of & Head of Sixth Form and the Finance Office. Applicants will be notified of the outcome of their application as soon as reasonably possible but no later than 10 working days after the application deadline.

Payment of Bursaries

Young people who have successfully applied for a bursary type 1 or 2 and who have met the above conditions, will be paid the award monthly in arrears through the academic year. Payments will only be made on sign off from relevant tutor that the student has met the conditions listed above.

Any student who leaves Woodcote High before the end of the examination year will be required to repay any unspent bursary.

Woodcote High School reserves the right to withdraw and seek repayment of any funding if evidence is submitted indicating the bursary has been received under false pretence, or is not being used for the purpose for which it was approved.

Any over payments will be reclaimed.

Appeals

All students have the right to appeal against any decision made in respect to a bursary award or non-award. Appeals must be made in writing and submitted within 10 working days of the decision.

Appeals regarding applications should be sent to the Director of Sixth Form who will act as the first point of appeal.

Useful Links

Further information for Young People, Parents and carers which should be read in conjunction with this policy is available on:

<http://www.education.gov.uk/childrenandyoungpeople/youngpeople/studentsupport/funding/a00203061/16-19-bursaries>

<http://www.direct.gov.uk/16-19bursary>