



CHATHAM & CLARENDON GRAMMAR SCHOOL

16-19 Bursary Policy

Agreed by Governors: January 2024

1. What is the 16-19 Bursary Fund

The fund is made available from the government through its funding body the Education and Skills Funding Agency (ESFA) to provide assistance to students whose access to, or completion of, education is inhibited by financial constraints or barriers.

2. Levels of Support from the 16-19 Bursary Fund

To be eligible to receive an award from this bursary a student must be at least 16 and under 19 years of age on 31st August in the academic year in which they start their programme of study. Students must satisfy ESFA residency criteria for eligibility.

Bursaries from the fund will be awarded as follows:

Vulnerable Bursary

A bursary of £1200 per year will be awarded to:

- students who are living in care including unaccompanied asylum-seeking children
- students who are care leavers
- students who receive Income Support or the equivalent Universal Credit (UC) in their own right
- students who receive *both* Employment and Support Allowance (ESA) (or Universal Credit as a replacement for ESA) *and* Disability Living Allowance or Personal Independence Payment in their own right.

Evidence for this tier is by written confirmation of current, or previous, Looked-After status from a local authority or a letter from the Department of Work and Pensions setting out the benefits to which the young person is entitled. This letter should confirm that they can be in further education or training as some young people getting benefits are not allowed to participate.

Discretionary Bursary

The school is given a sum for the Bursary fund each year by the ESFA.
The amount of Bursary awarded to each student will depend upon this sum and the total number of successful applicants.

Students will be notified within 4 weeks of their application of the decision with regards to their individual application.

The Discretionary Bursary criteria are as follows:

1. Students who are eligible for Free School Meals

Evidence for this is by Local Authority letter giving notification of award or by data sent directly to the school by the Local Authority. (Students should make an application for FSM via the KCC website as soon as they have enrolled at CCGS – **even** if they received FSM in year 11. Payments for this award will take priority over category 2)

2. Students not receiving FSM but who live, on a permanent basis, in a household that is in receipt of means tested benefits.

If money remains in the fund after category 1 has been awarded applications for this category will be considered.

Evidence for this award is by the following documents for the previous tax year:

- Tax Credit Award Notice if employed.
- evidence of income related benefits from Dept of Work and Pensions
- letter from Job Centre Plus confirming benefits received.

The number of dependent children within the household may also be taken into account.

3. Students who face extreme, or unexpected, financial hardship.

These awards may be made to students, at any point in the school year, who find that their circumstances, or those of their parents, have changed after the initial Bursary application procedure takes place. Payments for this category will be dependent on monies remaining in the school Bursary Fund for the current year.

Application forms for this can be obtained from the Sixth Form Manager and accompanied by a personal letter to the Business Manager or Finance Manager explaining the situation.

Discretion for awarding this category lies with the panel.

3. Application Process

Students should aim to complete an application form and hand it into the Sixth Form Office by the last Friday in September. All necessary evidence will need to be submitted at this time. Application forms will be available from the Sixth Form office. (Applications can be made at any time during the year but funding may be restricted after this time.)

4. How Bursary Applications will be considered

The Awarding Panel will consist of the School Business Manager and Finance Manager.

The Head of Sixth Form will NOT be a member of this panel. A member of the SIXTH FORM Senior Leadership Team may attend Awarding Panel meetings to offer information about applications if called upon.

Students should be notified of decisions by the end of Term 1.

5. Conditions that will apply to payments being made.

All payments from this fund will be conditional.

These conditions are clearly laid out in the 16-19 Bursary-Student Contract, which is attached to this policy.

How the Bursary will be paid

Bursary monies can be used for: books, stationery, school dress code, travel to and from school, school trips, university visits or interviews, UCAS applications, payments for meals from Sixth Form cafeteria (if not receiving FSM) and other 'access to education' related costs. Other requests will be considered by the Awarding Panel.

Students can submit claims/receipts for reimbursement at any time during each of the six terms. Forms for this purpose are available at the Sixth Form office and must accompany any claim. It is a student's responsibility to confirm with the Sixth Form Manager that they have sufficient funds in their Bursary account before making a purchase that they intend to claim. Any money remaining from a student's award at the end of the academic year will return to the main Bursary Fund.

Payments for any monies spent by a student will either be by cheque or by BACs transfer.

Any claim for trips, resits, bus travel or UCAS application will be made by internal transfer.

If a Bursary student travels to school by bus or train priority must be given from their Bursary Award to the purchase of appropriate travel.

If a student will be travelling to school by bus, a Kent 16+ Bus Pass can be purchased on their behalf by the school. *(Please note that as the closing date for application to the Bursary Fund is not until the end of September, Bus Passes may not be available until Term 2. Any bus travel expenses incurred during term 1 can be claimed separately).*

Train tickets cannot easily be purchased by the school on behalf of a student. Bursary students can be issued with the funds in advance of each term with which to purchase a train ticket for the following term if necessary, but this must be requested via the sixth form manager in advance, and proof of purchase must be provided by the student when the purchase is made.

(Term 1 train travel cannot be covered by an advance of funds. For any train travel expenses incurred during term 1 - tickets should be retained, and this money will be repaid to students when claims are submitted).

Payment terms and conditions are fully explained in the 16-19 Learning Agreement.

In addition to the funds awarded for year 13 students, and if the Bursary Fund has a sufficient balance, the Fund will aim to provide a laptop and, towards the end of their school placement, "set up" funds of approximately £250.00 to assist with ongoing educational needs. If Bursary funding is reduced or student applications are significantly higher, an annual review may decide to reduce this additional provision accordingly.

If funds remain at the end of an educational year the Awarding Panel will decide on their use.

6. Appeals and Complaints

Any appeal or complaint must be made by the student who made the application following the School's Complaint Procedure as published on the school website.

7. Fraudulent Information

The school reserves the right to refer to the Police any application, where monies have been awarded, that appears to be fraudulently claimed.

8. Budget

The annual budget will be set by the Business Manager based on the funding received from ESFA.

A sum equivalent to 5% of the annual fund will be paid to the school to meet its administrative costs. The remaining budget will be safeguarded to meet the needs of all applications made by students within the academic year.

Policy reviews due annually.

Next Review due January 2025