



## **WG6 - Wilmington Grammar 16-19 Bursary Fund Policy 2023/2024**

<b>Date Agreed with Governors</b>	May 2024
<b>Date to be reviewed</b>	May 2024



## **WG6 - Wilmington Grammar - 16-19 Bursary Fund Policy 2023/24**

### **What is the 16-19 Bursary Fund?**

The fund is made available from the government through its funding body – Young People’s Learning Agency (YPLA) for 16-18 year olds – to provide assistance to students whose access to, or completion of, education is inhibited by financial constraints or barriers.

### **Who is eligible to apply for 16-19 Bursary Funding at WG6?**

Students following government (YPLA or SFA) funded full time or part-time courses, who are 16 years and over and satisfy one or more of the following criteria: -

- Students aged at least 16 and under 19 years of age on 31/08/2023 who are in care, are leaving care, are in direct receipt of Income Support, universal credit, Personal Independence Payments or are disabled and in receipt of both Employment Support Allowance and Disability Living Allowance
- Students who are economically or socially disadvantaged and at risk of not taking up or continuing in their education. This group includes students with physical or other disabilities, medical conditions and/or learning difficulties.
- Students who have been in care, under the care of youth offending services, are young parents or are otherwise considered at risk
- Students who are asylum seekers
- Students who are refugees (who will have access to 16-19 Bursary Funding if they are in receipt of supportive evidence from DWP)
- Students who are lone parents
- Students who are in receipt of FSM or ever 6.
- Students who were in receipt of Pupil Premium in Y11 – these students are automatically eligible for Level 3. On application, with additional evidence, they can be considered for Level 2 or even Level 1.

### **Who is not eligible for 16-19 Bursary Funding?**

- Students under 16 years of age or over 19 years of age on 31/08/2023
- Students who do not meet the residency qualifications
- Students who do not fulfil any of the criteria described above

### **Residency eligibility**

Students must have been residents in the EU for the last 3 years or longer.

Further details can be found here:

[16 to 19 Bursary Fund guide 2022 to 2023 academic year - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/16-to-19-bursary-fund-guide-2022-to-2023-academic-year)

(pages 16-19)



### **Proof of household income**

Evidence will be required to support this application and could include:

- Certified letter from the LA re: Free School Meals or within the last 6 years
- Certified letter from the DWP
- P60 (additional evidence will also be required)
- Self-Employment Income evidence
- Other means tested certification (Working Tax Credit/Child Tax Credit)
- Other documented evidence that satisfies the criteria for receiving Bursary as set out above.

Additional information can be found at <https://www.gov.uk/1619-bursary-fund>

### **How will WG6 assess applications and allocate 16-19 Bursary funding?**

Discretionary Support is offered as reimbursement of approved expenditure for students whose family income is less than £25,000. There will be a range of individual support packages to help cover cost of:

- Essential textbooks and extended learning texts
- Art/Photography materials
- Course-related trips
- Travel to HE interviews and Open Days
- Essential uniform
- Special equipment
- Criminal Record (DBS) checks
- Part payment towards KCC travel card
- Other expenses may be considered on application

The Bursary funding is not intended to:

- provide learning support such as counselling, mentoring or extra tutoring
- support extra-curricular activities where these are not essential to the students' study programme
- support general household incomes

Costs will be reimbursed to students with evidence of valid receipt with cash or card payments (using one card only). Where parental card payments are used as evidence of a purchase there will need to be written permission from the card holder that the student can receive the funds associated with the claim.

Students wishing to have support for food will need to apply separately for Free School Meals (FSM).



The 16-19 Bursary Fund is a limited fund and the school will prioritise allocation. There will be three priority groups, categorised as high, medium and low. Students who are eligible for any level of funding should complete an application form and hand it to the WG6 Administrator at the relevant WG6 Office by 27<sup>th</sup> September 2024. The Bursary Fund Committee will meet to consider applications at all levels and students will be notified by October 2024. A mid-year review is carried out to ensure fair distribution of funds.

Students who are deemed eligible should be aware that to continue to receive a bursary/funding they must have excellent attendance (95-100%), excellent performance and effort in compliance with school's attendance and behaviour policies. Attendance will be closely monitored by their form tutor, the student services manager, our attendance officer and WG6 Administrators at each site.

**The school will only allow authorised absence under the following circumstances (evidence will be required in all cases):**

- Hospital/medical appointments which cannot be arranged outside school hours
- Recognised religious holiday (up to maximum of three days)
- Visits to university/college or careers interviews (maximum of three)
- Field trips and other extra-curricular activities related to studies agreed by the school
- Attendance at a close family funeral
- Driving test (not lessons)
- Court attendance or social service review
- All illnesses must be supported by a parental/ carer telephone message, email or letter

The bursaries will be reviewed each term by the Heads of WG6. Meeting the qualifying requirements is not a guarantee of funding; our allocated funds are limited, so support will be awarded to students who demonstrate greatest need.

### **Fraud**

A Parent/Carer and student must confirm that all information provided is true and must notify WG6 if any circumstances change. The bursary will be provided on the basis that certain conditions set by the school, as detailed in the 16-19 Bursary Contract, will be adhered to. Parents and students will be required to jointly sign applications so that they understand that money may be claimed back and eligibility withdrawn should they knowingly provide information which is subsequently discovered to be false.

All bursary payments will be subject to the conditions laid down in the 16 – 19 Bursary Contract, including attendance, behaviour, completion of coursework and completion of courses enrolled upon.

Once entitlement is approved, the 16-19 Bursary Contract will be signed by the Head of sixth form at WGSG or WGSB (as applicable) and the WG6 Administrator at the relevant



school. As long as the requirements for bursary payment are met there will be an individual support package put together to help cover the cost of educational requirements including a request to have part payment put towards the KCC travel card. (This payment will need to be made directly to KCC).

### **The Bursary Fund Committee**

- The Bursary Fund Committee will normally meet four times per year (September, November, January and March) to consider and review applications. Emergency meetings may need to be called.
- The Bursary Fund Committee will be made up of the relevant School Business Manager, relevant Head of WG6 and WG6 Administrator.
- The Committee meet to decide the allocation of funds, depending on the number and level of applications. A small proportion of the Bursary funding goes towards the salary of the WG6 Administrator who helps to coordinate the distribution of the Bursary.

### *Notes*

- The Deputy Head of WG6 and Student Support Manager do not make decisions about applications but they may offer information to the Committee about a student's circumstances, wellbeing, behaviour, progress and attendance
- Learners and their parents should understand that the available fund is limited. Any appeals against decisions can be made to the Chair of Governors (or in their absence the Vice Chair) via the Trust Finance and Governance Officer.
- More than one proof of evidence will be required by the Committee to support each application
- Y13 are asked to re-apply for their Bursary to enable the school to check again that they are still eligible for support.
- The Headteacher will have the discretion to award a Bursary to a student where there is no parental involvement.

### **Approval and Claim periods**

The Bursary Fund committee will approve applications and agree the level to be awarded to students based on evidence submitted.

Students will be notified by letter, this will include an outline of the agreed total amount for the year and explain the claim periods that are available.

Applications will of course be considered outside of these allocated time periods as personal circumstances may change.

Once approval has been received, students will be permitted to make their initial claim:

**Initial claim period: 27 September – 17 October 2024**

There will be three other claim periods available to students to review their spending:

**20 November to 4 December 2024,**

**15 January to 29 January 2025**

**12 to 26 March 2025**



Students will be informed if they are eligible to make a claim during these periods, following further reviews by the Bursary Fund Committee.

The school will endeavour to action all reimbursements of legitimate eligible expenses within a seven-day period.

### **Levels of Award available**

#### **£1,200 Bursary (Level 1/High priority)**

The government agreed that some students will be entitled to a grant or bursary of £1,200.

You could get this per annum if you are in one of the following categories:

- You are living in care or have recently left care
- You, the learner, are receiving income support
- You, the learner, are disabled and receiving both Employment Support Allowance and Disability Living Allowance

If you think you are eligible for this payment in kind up to the maximum of **£1,200** per annum, please complete the main application form and tick the box for Level 1 bursary.

#### **Level 2/Medium priority group**

You could receive this level of funding if:

You have a gross annual household income of below £20,000 **OR**

You are in receipt of Free School Meals **OR**

Your household is in receipt of other income-based means tested benefits

If you think you are eligible for payment in kind up to the maximum value of **£500** per annum support, please complete the main application form and tick the box for Level 2 bursary.

You will need to state what support you will require to assist you with your studies. The value of this bursary will be calculated annually according to the availability of funds divided by the number of eligible applicants by the September closing date. This figure will be set for the academic year by the Bursary Fund Committee and payments made subject to the terms of the Bursary Contract.

#### **Level 3/Low priority**

You could receive this level of funding if:

- You have a gross annual household income of between £20,000 and £25,000 **OR**
- You have an identifiable financial need and do not fall into Levels 1 or 2 above
- Headteacher discretion award is agreed for a student where there is an exceptional need or no parental involvement.

If you think you are eligible for payment in kind up to the maximum value of **£350** per annum support, please complete the main application form and tick the box for Level 3 bursary.

Those in the Level 3 group will be considered for funding based on the school's allocation and subject to available funding after those in Level 1 and Level 2 have been awarded.





This application form will be posted as a link on the website\_-

<https://forms.office.com/r/awRLb2BGih>

and supporting paperwork submitted by email or hard copies.

**WG6 - Wilmington Grammar 16-19 Bursary Fund Main Application – 2024/25**

Prior to completing this form please read through the guidance notes. Proof of entitlement must be included when the form is returned (this must include proof of paid employment and any Working Tax Credit or Child Tax Credit).

**Learner Details**

Surname/Family Name	
First Names	
Date of Birth	
Address	
Post Code	
Home Phone	
Mobile Phone	
E-mail address	
Courses being studied	

This application for assistance from the 16-19 Bursary Fund is made at the following level. Please tick one category.

<b>Level 1 (High)</b>		<b>Level 2 (Medium)</b>		<b>Level 3 (Low)</b>	
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I wish to apply for support towards:

Specific need (i.e. transport)	Detail if applicable	Amount applied for	Total

I understand that there is no guarantee that funds will be available when I apply and that if there is a high demand on the funds, awards may be given at a reduced rate.

**I confirm that the details are true and accurate. I understand that to continue to receive funding I must maintain good levels of attendance, effort and behaviour.**

Signed (Learner)	Date	
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**I confirm that the details on this application are true and accurate to the best of my knowledge. I understand that the criteria will need to be met by my son/daughter to ensure payments are received in full.**

Signed Parent/Carer	Date	
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## WG6 - Wilmington Grammar 16-19 Bursary Contract 2024/25

Name .....

Form .....

By completing this Contract, you agree to the terms and conditions under which you will be paid your 16-19 Bursary. Any change in financial/home situation should be communicated to School in writing. Parents/students are required to sign to this effect and if upon review it is found that student/parents have falsified documents, submitted inaccurate information or been claiming money fraudulently the school may refer the matter to the police. It is an expectation that the 16-19 Bursary will be used to support your education and will cover such outgoings such as uniform compliant with WG6 dress code, transport costs to school, books and equipment, trips and other course related costs.

### Student declaration:

I am a full-time student attending WG6 – Wilmington Grammar. I agree to abide by the terms and conditions of this contract and understand that the payment in kind of the 16-19 Bursary is subject to a review following each progress report. I understand that I must take responsibility for ensuring that I have 95% - 100% attendance, excellent performance and effort in compliance with the school's attendance and behaviour policies.

I recognise that the school will only allow authorised absence under the following circumstances (evidence will be required in all cases):

- Hospital/medical appointments which cannot be arranged outside school hours
- Recognised religious holiday (up to maximum of three days)
- Visits to university/college or careers interviews (maximum of three)
- Field trips and other extra-curricular activities related to studies agreed by the school
- Attendance at a close family funeral
- Driving test (not during lessons)
- Court attendance or social service review
- All illnesses must be supported by a parental telephone message or letter
- I understand about claim procedures and claim periods

In each claim period, as long as I have met the requirements above, I understand that I will receive a bursary, ordinarily as a reimbursement of pre-approved eligible expenses, depending on the nature of my request. If my attendance or behaviour is below a satisfactory standard my award may be stopped or asked to be returned. I understand that if my application for financial assistance is unsuccessful or successful in part, it remains my responsibility to pay all outstanding fees related to my study at WG6.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/carer signature: \_\_\_\_\_ Date: \_\_\_\_\_

*I hereby confirm that the above-named student has had the terms of the 16-19 Bursary explained and has agreed to comply with the conditions of this contract. It has also been explained that payment is subject to meet the conditions listed above.*

Signature Sixth Form Administrator: \_\_\_\_\_ Date \_\_\_\_\_

Signature Head of Sixth Form: \_\_\_\_\_ Date: \_\_\_\_\_

Date application received:	Date reviewed by Committee:	Outcome:
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