

# Dover Grammar School for Boys

## 16-19 Bursary Fund Policy 2016-17

<b>Date Reviewed:</b>	<b>September 2016</b>
<b>Next Review:</b>	<b>September 2017</b>

In September 2011 the Government introduced a Bursary Fund to provide support for Sixth Form students from poorer backgrounds. This replaced Educational Maintenance Allowances (EMAs) which had similar objectives.

The Governors of DGSB are committed to providing assistance to students in the Sixth Form to ensure that they are able to benefit fully from the education offered by the school and that no student is discriminated against because of economic hardship. Funding for this Bursary Fund comes directly from the Young People's Learning Agency (YPLA) and is targeted at those students for whom costs might prove an impediment to continuing with post-16 education.

This Policy is applicable for the academic year 2016-17 only; a revised policy will be developed for the 2017-18 year. It is based on advice provided by the Education Funding Agency and sets out how the School will administer and distribute these funds and is divided into the following sections:

- 1 Eligibility
- 2 Applications and Assessment
- 3 Payments
- 4 Appeals
- 5 Fraud

The School recognises that offering support to students from poorer backgrounds requires sensitivity and respect for all those concerned. Information relating to applications will be treated confidentially.

### **1 Eligibility**

Bursaries are intended to support those students who are struggling with the costs for their studies.

Four groups of students are eligible to apply:

1. Students in Year 12 or 13 who are: (a) in care, (b) care leavers, (c) in receipt of income support, or (d) receiving both Employment Support Allowance and Disability Living Allowance. These students will be given the highest priority and will receive a bursary of **£1,200** a year.
2. Students in Year 12 or 13 who are not eligible under category 1 but who are currently in receipt of Free School Meals will receive a bursary of **£360** per year.
3. Students in Year 12 or 13 who are not eligible under either category 1 or 2 may apply for a discretionary grant of up to **£260** per student per year.

4. Students in Year 12 or 13 can apply for reimbursement of costs towards the purchase of text books or costs associated with school trips, transport or university visits. It can also be used to contribute to the payment of the Kent 16+ Travel Card, introduced by KCC with effect from September 2012, subject to eligibility, or at the discretion of the Finance Manager. Access to funding can also be achieved by the school ordering course materials or texts (usually at better prices!) or by paying for meals directly to the canteen, for example. Prior approval **must** be sought from the Sixth Form Administrator and/or Sixth Form Team member who will liaise with the Finance Manager to ensure funds are available **before** any reimbursement can be granted.

Applications for the grant should be submitted using the DGSB 16-19 Grant application form available from the Sixth Form Administrator, Finance Office, or the school website.

Students eligible to receive a bursary or grant must be aged under 19 on the 31st of August in the academic year in which they start their programme of study.

## **2 Applications and Assessment**

The School will make every effort to ensure that all those students entitled to bursaries receive such support. All students coming into the Sixth Form will receive information about bursaries.

Students will be asked to provide evidence of their household income e.g. notice of benefit received from the Department of Work and Pensions. (You might wish to provide a copy of the Tax Credit review, usually carried out in July or Tax Credit Award Notification showing total Annual Taxable Income declared.

As a guide, it is unlikely that any student where the household income exceeds £30,000 per annum would receive a bursary.

All applications should be given to the Sixth Form Administrator.

Where applicable, payments to successful claimants will be backdated to 8 September. If circumstances change students for category 1 and 2 can make applications later in the academic year. In this case payment of claims can be backdated for up to 28 days.

Students will be entitled to appeal against any decision taken by the School. The appeals process is outlined in section 4 of this document.

## **3 Payments**

Payments to students for category 1 and 2 will be made on a termly basis (ie Autumn, Spring and Summer terms – 3 payments over the year) by cheque made payable as nominated by the student, subject to the student continuing to meet the eligibility requirements. Payments will be payable for that period of time that a student remains on their course and meets the following requirements:

- Attendance – a reduction of £0.50 per session missed due to absence
- Behaviour – no negative reports or demerits each week
- Handing in Work – all relevant deadlines met

Should any student fail to meet these requirements the school reserves the right to withhold or reduce bursary payments for each week for which requirements have not been met. Similarly if students leave

school before the end of the academic year they will only receive payments for the time that they attended the sixth form.

Students who join the school later in the academic year and who meet the eligibility criteria will receive a pro-rata allocation, subject to funds being available.

Students must open a bank account as payments will be made from the School by cheque or directly to their accounts. Any student faced with difficulties in opening a bank account should immediately contact the Sixth Form Administrator. Cash will only be issued for reimbursement on the production of a receipt and then to a maximum of £30 in a single transaction.

#### **4 Appeals**

Students are entitled to appeal against decisions made in relation to their application for a bursary or grant or for the withholding of payments. They should first raise their concerns with the Sixth Form Administrator. If this fails to resolve any differences they should write to the Deputy Headteacher who, together with the Finance Manager and Chair of Governors, will review the appeal.

#### **5 Fraud**

Fraudulent claims for bursary allocations will be referred to the Police. Students found to have successfully made fraudulent claims will be required to refund all payments received and will be expelled from the school.