



16-19 BURSARY POLICY

Introduction

The purpose of the Bursary is to provide support to students aged 16-19 who are experiencing particular financial difficulty with meeting some of the costs associated with learning.

Priority Groups for Bursary Support

The school receives an allocation by the Education and Skills Funding Agency to support a bursary fund. The resources available are cash limited and so funding will be granted to individual students based on the following priority:

Students who are in receipt of a Free School meals will be eligible to apply for a bursary. To be eligible for a free school meal parent(s) must be in receipt of at least one of the following:

- Income Support
- Income Based Jobseekers Allowance
- Income-related 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 you are not entitled to Working Tax Credit and have an annual income (as assessed by HM Revenue and Customs) that does not exceed £16,190
- Working Tax Credit during the four-week period immediately after your employment finishes or after you start to work less than 16 hours per week.
- Universal Credit
- Children who receive Income Support or Income Based Jobseekers Allowance in their own right are also entitled to receive free school meals.

Families will need to have applied via the School Office for free school meals.

Students in receipt of the bursary may also apply for discretionary assistance with the cost of the following:

- Residential activities that form part of their programme of study
- Residential activities as part of the sixth form enrichment programme
- Visits to universities and colleges outside of Greater London

Standards

- Students will need a minimum attendance and punctuality level of 90% to lessons and tutorials (exceptions will only be made if there are valid reasons e.g. medical)
- Students will be expected to maintain a consistently positive attitude to learning (e.g. Progress Grades)

- The bursary will be applied transparently, consistently and fairly

Process

- A simple application form for students to complete to self-certify specific circumstances. Parents/Carers must sign to confirm the details
- Students will normally receive notification of the outcome of their application within 10 school days unless the bursary panel feel they need further information to help them arrive at a decision.
- Payments will be made by BACS. Students who will need to have opened a bank account.
- Payments will be half-termly.
- Students and families will have the right of appeal
 - If the initial application for a bursary is unsuccessful
 - If payment is withheld because the minimum standard of attendance has not been met.