South Wilts Grammar School for Girls
The Post 16 Bursary Fund 2016-17

The government have allocated some funding to schools in order to provide some bursary payments to help those in Post 16 education where families are on a low income or where students live in vulnerable situations.

- To be eligible to receive a bursary you must be **aged under 19 on 31 August** in the academic year in which you start your programme of study. Where you turn 19 during your programme of study, you can continue to be supported to the end of the academic year in which you turn 19, or to the end of the programme of study, whichever is sooner.
- Bursaries may be awarded, in exceptional circumstances, to you if you are younger than the statutory school leaving age.

What bursaries are available?

The 16-19 Bursary Fund has two elements:

Vulnerable young people category: Level 1 Award

(i) This includes young people in care; care leavers, young people in receipt of income support and disabled young people in receipt of Employment Support Allowance who are also in receipt of Disability Living Allowance or Personal Independence Payments

Discretionary Learner Support: Level 2 Awards

(ii) These payments can be one off bursaries or as an agreed regular payment.

Vulnerable young people: level 1 Award

The most vulnerable young people will be eligible for a bursary of £1,200, paid as three instalments in September, January and April. Larger bursaries can be paid if the school considers this necessary to enable the young person to continue in education or training.

Application forms for the £1200 grant for the Level 1 Award are available on the school website or from Miss Gillott in the Sixth Form office. Return any completed forms to Miss Gillott in the Sixth Form office office.

Discretionary Learner Support (Bursary): Level 2 Awards

Funding is usually available to those households whose annual income is less than £28,000. This does not however, discount other students and any request will be looked at and individual circumstances taken into account. As this is a finite fund, not all requests can be met and there is no guarantee that where funding is provided it will meet the full amount requested. Students currently or previously in receipt of free school meals are not automatically entitled to receive a bursary, but this may be taken into account.

Please understand that unfortunately the fund is limited and not all students will be eligible, not all costs can be covered and costs may not be covered in full.

What could the bursary be used for?

Bursaries can be used to assist with costs associated with a course, for instance some trips, materials, equipment and university visits. These items must be an essential part of your studies

and not already supplied by the school. Assistance with the cost of meals whilst at school and public transport to and from school may also be available.

Bursaries may also be paid ‘in kind’. Such items as books or equipment should be returned at the end of the course if they can be used for a new young person.

To apply for a bursary, complete an application form for the Level 2 award which is available on the school website or from Miss Gillott in the Sixth Form office. Return the completed form to Miss Gillott in the Sixth Form office.

How will bursaries be allocated?

Each application will be considered on merit, by a panel consisting of the Deputy Headteacher (Pastoral), Director of Sixth Form and Business Manager who will meet at least once per term to consider any applications, or as demand requires.

Due to the finite nature of this fund we will let you know in writing if your application has been successful or not. Additional funds may be available, but these cannot always be guaranteed.

You will need to provide proof of household income as requested on the application form. You must inform the school if your household circumstances change.

How will the bursary be paid?

Payment can be made direct into your own bank account or if appropriate, and if the payment is small, as a direct cash payment. If a cash payment is made then a signature of receipt will be required.
The panel will decide how payments will be made; these may be one off payments or regular payments by instalment. Payments in support of school visits may be made directly into the trip fund. The confirmation letter will set out how payments are to be made.

Please give as much detail as possible on the application form to explain what the Level 2 discretionary award will be used for. This will enable the application to be processed quickly and fairly.

To continue to receive a bursary you must satisfy the following conditions:

- attend all registrations
- attend all lessons as detailed in your timetable
- ensure that you are punctual to all lessons and registration
- get permission in advance if you need to take time off, **all absences must be authorised**
- abide by the school absence procedures

Monitoring and Appeal Process

Administration and allocation of bursaries will be monitored and evaluated by the School Business Manager. If you feel aggrieved about how your request for a bursary was handled, you should follow the school’s complaints procedure. This information is available on the school website.