

Financial Support & Bursaries

16-19 BURSARY FUND POLICY

A key priority for the Government is to close the gap in attainment between those from poorer and more affluent backgrounds, and to ensure every young person participates in and benefits from a place in 16 to 19 education or training.

The 16-19 Bursary Fund targets support towards the most financially disadvantaged 16 to 19 year olds - those who most need help with the costs of staying on.

Glenthorne 6th Form will determine the eligibility criteria for discretionary bursaries, and the frequency of and conditions for payments for all awards. The 16-19 Bursary will only be awarded to a student that is eligible and facing genuine financial barriers to participating.

ELIGIBILITY

To be eligible to receive a 16-19 Bursary in the 2025-26 academic year, the student must be aged 16 or over and under 19 on 31st August 2024

Students must also satisfy the residency criteria set out in the *EFA Funding Guidance. (A person on 1 September who is settled in the UK, and has been ordinarily resident in the UK and Islands for the three years preceding the 1 September.) If you are in any doubt, please speak with the Sixth Form Administrator, **Ms Bailey**.

Students should be participating in provision that is subject to inspection by a public body that assures quality and funded within the relevant guidelines. (Attendance at GHS 6th Form meets the criteria.)

TYPES OF BURSARY

There are a number of bursary awards. These include:

- Vulnerable Person Bursary
- Discretionary Bursary (Band A)
- Discretionary Bursary (Band B)
- Discretionary Bursary (Band C)
- Education Support Grant

VULNERABLE PERSON BURSARY

Students in the following defined vulnerable groups will be eligible for a bursary of £1,200 a year: Students who are in care; care leavers, those in receipt of Income Support or Universal Credit; and disabled young people in receipt of Employment Support Allowance who are also in receipt of Disability Living Allowance or Personal Independence Payments.

This will be paid in instalments to be agreed by Director of 6th Form and Finance Manager by BACS transfer directly into the student account.

Payments will be subject to review. If you think you are eligible for a Level One Bursary, please complete the application form.

DISCRETIONARY BURSARY (BAND A)

Students who are in receipt of **free school meals or have a total household income of £16,190 or less** can apply for a discretionary bursary, band A. Household income can be evidenced by receipt of benefit and/or P60, Tax Credit Award Notice or evidence of self-employment income. The allowance will be established upon agreement by the school to make awards to students.

All evidence of household income for Discretionary Bursary, Band A will be treated in strict confidence.

Payments will be transferred the students' bank account via BACS upon authorisation from the school that the student has satisfied all the attendance and progress requirements. These payments will be made in arrears. There may be delays in some cases if there is any query regarding attendance.

Students will be informed of any non-payment in writing. However, students should check their payments regularly and in the case of non-payment they should contact the Sixth Form Administrator for clarification. Payments will be subject to review.

If you think you are eligible for a Discretionary Bursary, Band A please complete the application form.

Students who successfully apply for any of the above levels will also be able to access a small emergency fund for exceptional circumstances if they can show an identifiable financial need. These needs will be discussed with Ms Bains, Director of Sixth Form, where all requests will be dealt with the strictest confidence.

DISCRETIONARY BURSARY (BAND B)

Students who are in receipt of **free school meals or have a total household income of less than £20,000** or less can apply for a discretionary bursary, band B. Household income can be evidenced by receipt of benefit and/or P60, Tax Credit Award Notice or evidence of self-employment income. The allowance will be established upon agreement by the school to make awards to students.

All evidence of household income for Discretionary Bursary, Band B will be treated in strict confidence.

Payments will be transferred the students' bank account via BACS upon authorisation from the school that the student has satisfied all the attendance

and progress requirements. These payments will be made in arrears. There may be delays in some cases if there is any query regarding attendance.

Students will be informed of any non-payment in writing. However, students should check their payments regularly and in the case of non-payment they should contact the Sixth Form Administrator for clarification. Payments will be subject to review.

If you think you are eligible for a Discretionary Bursary, Band B please complete the application form.

Students who successfully apply for any of the above levels will also be able to access a small emergency fund for exceptional circumstances if they can show an identifiable financial need. These needs will be discussed with Ms Bains, Director of Sixth Form, where all requests will be dealt with the strictest confidence.

DISCRETIONARY BURSARY (BAND C)

Students who are in receipt of **free school meals or have a total household income of less than £25,000** or less can apply for a discretionary bursary, Band C. Household income can be evidenced by receipt of benefit and/or P60, Tax Credit Award Notice or evidence of self-employment income. The allowance will be established upon agreement by the school to make awards to students.

All evidence of household income for Discretionary Bursaries will be treated in strict confidence.

Payments will either be transferred the students' bank account via BACS, or allocations made to cover specific expenses related to education. The student will need to satisfy all the attendance and progress requirements. BACS payments will be made in arrears. There may be delays in some cases if there is any query regarding attendance or progress.

Students will be informed of any non-payment in writing. However, students should check their payments regularly and in the case of non-payment they should contact the Sixth Form Administrator for clarification. Payments will be subject to review.

If you think you are eligible for a Discretionary Bursary, Band C please complete the application form.

Students who successfully apply for any of the above levels will also be able to access a small emergency fund for exceptional circumstances if they can show an identifiable financial need. These needs will be discussed with Ms Bains, Director of Sixth Form, where all requests will be dealt with the strictest confidence.

EDUCATION SUPPORT GRANT

There is a small fund available to support students who are experiencing extreme financial hardship. This fund may be used to cover one off emergency payments or used to provide longer term support. Please speak to Ms Bains in this circumstance and relevant meetings to discuss and evaluate needs will be arranged. The appeals' procedure for other bursary types applies.

ASSESSMENT

The Bursary Awards Panel will assess each application with supporting documentation in the strictest confidence. Any student who believes they are eligible for any level of funding from the 16-19 Bursary Fund should complete an application form and hand it in to the Sixth Form Administrator as soon as possible after admission in September. A student in receipt of any level of bursary must inform the Sixth Form Administrator of any changes to family circumstances that may affect the support during the academic year. Students who become eligible during the academic year should contact the Sixth Form Administrator and make an application.

ATTENDANCE & PROGRESS REQUIREMENTS

To receive any funds once the school has acknowledged eligibility, participating students at Glenthorne 6th Form must adhere to the attendance and progress requirements outlined in the 6th form agreement.

DISCRETIONARY BURSARY

To receive the allowance students should have 96% attendance at all timetabled lessons and registrations unless they have prior permission from the Sixth Form Leadership Team for authorised absence.

Students must meet the progress expectations deemed appropriate by departments and the Director of 6th Form. Target setting will be put in place and reviewed. Failure to meet targets may result in the suspension of bursary payments.

APPEALS/ISSUES

Eligibility - Parents, guardians and students will have the right of appeal to the Bursary Awards Panel ** in all cases if it is felt the application has been withheld without justification.

Issues with Payments - As payments are made directly to the student concerned it is therefore the student who must contact the school in case of difficulty and not the parent. Students will have the right of appeal in all cases if it is felt the payment has been withheld without justification.

In the first instance the student should explain, (with supporting evidence if appropriate) within one school week, to the Director of 6th Form, why the payment should have been made. If the decision to withhold payment is upheld,

then the student may appeal to the Headteacher Dr Peacock. This is the final appeal and must be made within one further week.

BURSARY AWARDS PANEL

The panel will comprise of 1 member of Sixth Form Management, 1 member of Senior Leadership Team and 1 member of Administration Team.

- Ms Bains
- Dr Peacock
- Mrs Bailey