

**Bursary Policy**

Reviewed: September 2022

Status: Statutory

**Who is eligible?**

16 to 19 bursary schemes provide financial help to young people aged 16 to 19 who face financial barriers to participating in education or training, provided they meet agreed standards of attendance, punctuality, behaviour, classwork and homework. Following national changes to the bursary funding methodology all future bursary payments will be to provide bespoke and targeted in kind support.

Payments for all bursaries may be withheld if the student does not comply with the School's expectations on:

1. Behaviour
2. Attendance
3. Performance

The 16 to 19 bursary scheme offers two types of bursary. Students can only apply for one type, depending on their personal circumstances.

**Discretionary Bursary**

To be eligible for the discretionary bursary award the student must meet the following conditions:

1. Attend Harlington School's 6<sup>th</sup> Form as their home school
2. Be a student in Year 12 or 13
3. Be aged between 16 and 18, or
4. Be aged 19 and have an EHCP or be continuing on a study programme they began at Harlington School when aged 16 -18
5. Currently meet the eligibility criteria for Free School meals. The school reserves the right to tailor awards to reflect individual student needs
6. Consideration will be given to the distance to travel between the student's home and the institution when reimbursing transport costs

**For this award to be made the school must assess the actual financial needs of individual students in addition to eligibility rather than make block, blanket or flat rate payments as these are not permitted.**

**Vulnerable Grant Bursary**

To be eligible for the grant bursary the student must meet all five of the following conditions:

1. Attend Harlington School's 6<sup>th</sup> Form as their home school
2. Be a student in Year 12 or 13
3. Be aged between 16 and 18
4. Be aged 19 and have an EHCP or be continuing on a study programme they began at Harlington School when aged 16-18.

5. belong to one of the following groups:
- Be in care. (When providing grants to students in care the school reserves the right to tailor awards to reflect individual student needs); or
  - Care leavers; or
  - Be receiving income support, or universal credit because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them such as a child or a partner; or
  - Be receiving Disability Living Allowance or Personal Independent Payment in their own right as well as Employment and Support Allowance or Universal Credit in their own right.

### **The application procedure**

All our 6<sup>th</sup> Form are informed about the Bursary during the first few weeks of the start of the new term. Detailed information and an application form are available from 6<sup>th</sup> Form Office.

Application forms are available to all students throughout the year. As part of the submission, students will be asked to set out the forms of in-kind support they require so that the assessment can be made on the basis of individual needs. At this point some further financial information and/or evidence of financial circumstances may be required. Applications should be submitted to the Finance Office marked, "Bursary – Private & Confidential" containing all supporting documentation. Students will be contacted to explain whether or not their application has been successful and to confirm the in-kind support to be provided following consideration by the Head of 6<sup>th</sup> Form and/or Director of Finance and Operations. Incomplete forms will not be processed.

Students who have been successful in their application will have to continue to ensure that they meet the criteria set above including any conditions.

### **Allocating funding**

From September 2020 the Government have significantly reduced the grant funding they provide to the school for Discretionary Bursary Awards. To reflect the limited funding going forward, these awards will be focused on in-kind support in the following areas:

- Transport costs not covered by the TfL 16+ Zip Oyster
- Academic Books
- Equipment including laptops and portable 4G hotspot devices (Equipment issued with a value of £100 or more should be returned to Harlington School once a student's study programme is completed and students will need to sign a contract agreeing to this)
- Field trips and other similar course-related costs
- UCAS or similar applications
- The costs of attending university interviews, a reasonable number of open days (maximum 5) and careers related events
- Work experience

No cash payments will only be made.

### **Procedure for paying the bursary**

Where possible the school will directly purchase the allocated in-kind provision. Where this is not possible, students should submit evidence of payment, such as receipts, to the 6<sup>th</sup> Form Administrator

who will provide the student with a claim form to complete, obtain signature from the Head of 6<sup>th</sup> Form and pass onto the school's Finance Office for processing. Following approval, the claims will be reimbursed via a BACS transfer to a bank account in the student's name only.

Bursary support will only be allocated if:

1. Students have returned a signed copy of their Bursary contract letter.
2. Students' punctuality and attendance according to the SIMS register is in line with the school's expectations of 96%.
3. Appropriate evidence is provided on purchases.
4. Students' behaviour is in accordance with the school's behaviour policy.

Any stoppage of Bursary support will result in written communication home informing students and parents by the Head of 6<sup>th</sup> Form.

***Please be aware that:***

*Any attempt to obtain Bursary funding by deception (i.e. forging of signatures and/or deliberately providing misleading information) will be considered a severe breach of a student's contract. In such a case, the school reserves the right to suspend that student's Bursary support for the remainder of their time in the 6th Form.*

**Administration of the scheme**

Any remaining underspent funds at the year-end will be carried over to the next academic year for continued support of students eligible for the Bursary and will be fully utilised for Bursary students before any new academic year funding allocation is used. The school can retain up to 5% of Bursary funding as an administration contribution.

**The appeals procedure**

Where a decision is taken that a student should not receive support through the Discretionary Bursary Fund the student should raise the issue with the 6<sup>th</sup> Form Administrator in the first instance. If this does not satisfactorily resolve the issue students have the right of appeal to the Director of Finance & Operations. This should be done in writing and, if necessary, a parent/carers can be involved.

The school is not obliged to provide more than the above appeal hearings and appeal decisions are final. There is no mechanism for appeal against a stoppage/suspension decision to any outside party.



## APPLICATION FORM

### SIXTH FORM 16-19 BURSARY

*If you require help in completing this form please speak to the 6<sup>th</sup> form Administrator*

#### SECTION 1 – STUDENT DETAILS (please print details and complete in **black ink**)

First Names:	Surname:
Date of Birth:	Home Telephone Number:
Email:	Mobile Number:

#### SECTION 2 – Are you applying for: (please tick appropriate box)

- ☐ Vulnerable Bursary – please complete section 3, 5, 6 and 7
- ☐ Discretionary Bursary – Please complete section 4, 5, 6 and 7

#### SECTION 3 – Vulnerable 16-19 Bursary (£1,200 p.a.) - The student who is applying for the award should tick the box that applies to them (please attach proof – see section 5):

- ☐ I am living in care
- ☐ I am a care leaver
- ☐ I am in receipt of Income Support
- ☐ I am in receipt of Disability Living Allowance or Personal Independence Payments

#### SECTION 4 – Discretionary 16-19 Bursary

I am a student who permanently lives in a household whose parents/guardians receive one of the following (Please tick appropriate box)

Name of Person receiving benefit	Free School Meals	Income Support/ Universal Credit	Job Seekers Allowance	Employment Support Allowance	Support under Part V1 of the Immigration and Asylum Act
1.					
2.					
3.					
4.					

## SECTION 5 – Evidence

All information provided in this Section will remain confidential. **Evidence of your eligibility for the Vulnerable Bursary and for the Discretionary Bursary must be sent with this application.**

### Qualifying Documentary Evidence for Vulnerable Bursary

- Statement from the Local Authority confirming the student's current looked after status.
- Recent Entitlement or Award Statement in the student's own name setting out the benefits to which the student is entitled.

### Qualifying Documentary Evidence for Discretionary Bursary

Universal Tax Credit	Please supply all pages of the letter from DWP / Jobcentre Plus dated within the last 3 months (including the first page with your name and address details on).
Income Based Jobseeker's Allowance	Please supply all pages of a letter showing the breakdown of Jobseeker's Allowance dated within last 3 months (to include the first page with your name and address details on and the page that states that your Jobseeker's Allowance is Income Based).
Child Tax Credit / Guaranteed Pension Credit	Please supply a copy of your Inland Revenue tax credit award notice for the 22/23 financial year (TC602) or a copy of your M1000 Pension Credit Award Notice (dated within the last 3 months) which clearly shows that you are in receipt of the Guaranteed Element of the State Pension Credit.
Income Related Employment Support Allowance	Please supply all pages of the letter from DWP / Jobcentre Plus dated within the previous 3 months (including the first page with your name and address details on).
P60 and/or Self-Assessment Tax Calculation	Please supply the P60 for tax-year 21/22 or Self-Assessment Tax Calculation Form (SA302)

In most cases, the last 3 months of your Universal Credit Award Notice should be sufficient for the Discretionary Bursary. In the absence of a tax credit notice please refer to other forms of evidence as listed above. We may request further evidence from you.

**Please enter the amount you consider your household income to be in the box below, together with any other information we should know.** Please attach paper evidence to your application. Photocopies of evidence should be provided as documents will not be returned.

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The tables below show the evidence you will need to provide with your application form. Once you have declared and identified your benefits/income on the application, find the type of Income that applies to you in the first column and the evidence required column will tell you what you need to provide.

**Then tick if you submitted this as evidence.**

Type of Income	Tick if enclosed	Type of Income	Tick if enclosed
Income Support		Carer's Allowance	
Job Seekers Allowance		Child Tax Credits	
Employment Support Allowance		Grants or bursaries etc.	
Incapacity Benefit		Disability Living Allowance	

## SECTION 6 – Student Bank Account Details (proof is required)

(You should check that your bank account can accept BACS Direct Credits)

Bank Name (e.g. Nat West)

Branch Location

Name of Account Holder

Sort Code

  

Account Number

       

Roll Number (building society accounts)

## SECTION 7 – Declaration

Please read the declaration below carefully before signing:

1. I/We attach evidence of eligibility for a Nominated/Discretionary Bursary
2. I/We understand that if I give false information or withhold information, my application will be cancelled and, if necessary, action will be taken to recover any money paid to me.
3. I/We undertake to refund any sum arising from an overpayment for any reason.
4. I/We will inform the School if there is a change to family earnings which affects eligibility for the Bursary Fund.
5. I/We understand that payments may be withheld if I do not comply with the School expectations regarding Behaviour, Performance and Attendance or if I am absent for a period of 4 continuous weeks.
6. I/We understand that relevant information regarding my application may be shared with other agencies such as the ESFA funding body.
7. I/We understand that any monies paid out may be reclaimed if I leave School before I have completed my studies.
8. I/We understand that any bursary awarded only covers the 22/23 Academic Year and a new application will be required for any future years.



Signed (Student):		Date:	
Print Name:			

Signed (Parent/Guardian)		Relationship:	
Print Name:			

**Please return this completed form to:**

Harlington School, Finance Office, Bursary Award, Pinkwell Lane, Hayes, Middx UB3 1PB

Or

Via Email [Finance@harlingtonschool.org](mailto:Finance@harlingtonschool.org)

**Applications should be received by Thursday 20th October 2022 to receive payment by end December 2022.**

<b>For School Use:</b>			
Date Received:	Bursary Approved: Yes <input type="checkbox"/> No <input type="checkbox"/>		
Vulnerable Bursary -: Yes      No	Discretionary Bursary -: Yes      No		
Evidence Seen/Returned	Evidence Seen/Returned		
Ticked By Head of 6 <sup>th</sup> Form on students' expectations	Behaviour	Attendance	Performance
Authorised By Head of 6 <sup>th</sup> Form:	Date:		
Authorised By Director of Finance:	Date:		
First Payment Date:			