



### **1. Background**

From September 2011 Department for Education introduced a 16-19 bursary fund that is designed to help support young people who face the greatest barriers to continuing in education in the Sixth Form. To be eligible to receive a bursary at Marling School the student must be aged under 19 on 31<sup>st</sup> August in the academic year in which they start their programme of study and must not be currently in receipt of EMA (transitional) payments.

To receive and continue to receive a bursary the student must also satisfy the following conditions:

- The student's level of unauthorised and unexplained absence from all lessons must be no greater than 10%.
- The student must maintain the terms of the Sixth Form contract.

This will be reviewed on a monthly basis prior to payment.

### **2. Process**

To apply for a bursary a student should complete the attached application form by the end of the second week of September, January or May to be considered for one of the 3 levels of funding. The application will then go to a Remissions Panel made up of the Headteacher, staff and governors who will decide on the appropriate level of funding. This process will be dealt with in the strictest confidence. Funding will be allocated at each funding meeting in order of need with Level 1 allocations made first followed by Level 2 then Level 3. The Remissions Panel will sit at the end of September, January and May to consider the continuation of any current bursaries and any new applications. Fresh applications must be made for each year of study but once granted will continue for the academic year subject to the conditions described in 1 above.

### **3. Bursary Levels**

#### Level 1

**How much?** – £1200 per year.

**Who?** – Young people in care, care leavers, young people who receive a universal credit payment in their own name, young people in receipt of income support and disabled young people in receipt of Employment Support Allowance and a Personal Independence Payment in their own name.

**How to claim?** Students apply for funds on the Application Form by ticking their relevant Circumstances in Section 3.

**How paid?** – BACS transfer in monthly instalments subject to conditions described in 1 above

#### Level 2

**How much?** – Up to a maximum of £900 per year.

**Who?** – Those in receipt of Free School Meals (even if students choose not to receive the free meal)

**How to claim?** - Students apply for funds for specific educational purposes (see below) within the Application Form. The Remissions Panel will assess each claim and authorise payments up to the permitted maximum in monthly instalments.

**How paid?** – BACS transfer in monthly instalments or payment in kind such as meals, course materials or travel passes. Payment will be subject to conditions described in 1 above

#### Level 3

**How much?** – Up to a maximum of £900 per year.

**Who?** – Those with an identifiable financial need who do not fall into Levels 1 or 2 above

**How to claim?** - Students apply for funds for specific educational purposes (see below) within the Application Form. The Remissions Panel will assess each claim and authorise payments up to the permitted maximum in monthly instalments. The amount of grant will normally be assessed on household income;

- gross household income below £16,190 are eligible for grant maximum £900
- gross household income between £16,191 and £20,000 are eligible for grant up to £600
- gross household income between £20,001 and £25,521 are eligible for grant up to £300
- in special circumstances gross household income above £25,521 may be considered for a specific purpose grant on completion of an application form.

**How paid?** – BACS transfer in monthly instalments or payment in kind such as meals, course materials or travel passes. Payment will be subject to conditions described in 1 above

#### Specific Educational Purposes

- Costs of transport
- Meals in school
- Books and equipment
- Educational trips

It is the responsibility of the claimant to inform the school of any change of circumstances. The school has the right to reclaim any funds and equipment costs should the claimant be found to have provided incorrect information or to have failed to notify the school of a change in circumstances. Funding may also be reclaimed if the course is not completed. Funding allocations can

only be paid by BACS transfer into the claimant's personal bank account. Appeals against the decision of the Remissions Panel should be made in writing to the Chair of Governors c/o Marling School, requesting a reconsideration of the decision. The outcome of the reconsideration will be notified in writing and is final.

### Frequently Asked Questions – Students

#### **Am I eligible for a grant?**

Because there are only limited funds, schools have to make sure that grants reach those most in need of support.

To be eligible for Level 1 funding you have to show evidence of

- Being a young person in care
- Being a care leaver (young people who cease to be looked after or accommodated)
- Being in receipt of Universal Credit payment in your own name
- Being in receipt of Income Support
- Being a disabled young person in receipt of Employment Support Allowance and Personal Independence payment in your own name.

To be eligible for Level 2 funding you have to show evidence of being eligible for Free School Meals even if you choose not to have them. This shows that you are in receipt of certain benefits and must be renewed every six months.

To be eligible for Level 3 funding you have to show evidence of financial hardship. Each application will be considered on individual circumstances. As a general guide, if your household income is between £16,190 and £25,521 you **may** be eligible for some Level 3 funding, depending on the funds available.

#### **What “evidence” do I need to show?**

The application form gives examples of evidence that might support your application for a grant. If you do not have any of these but would still like to be considered, you should write a letter and attach it to your application giving clear details about your household's income.

#### **When should I apply?**

The Remissions Panel will consider applications at the end of September, January and May. You should submit your application by the second week of each of those months, we will publicise the date to give plenty of notice. If you have been awarded a grant, it will last for the academic year, unless your circumstances change, so you won't need to apply again. You must notify the school of any change in circumstances that might affect the continuation of the grant. New applications can be submitted in time for each Panel meeting.

In the event of an emergency, you should talk to the Head of Sixth Form as grants may be awarded in extreme cases outside of the published Panel meetings.

#### **Will I automatically get what I apply for?**

If you qualify for Level 1 funding, you will be entitled to this grant. Level 2 and Level 3 funding is discretionary and will be allocated depending on need and funds available. The more information you put into your application about what you will find difficult to fund and why, the more easily the school will be able to assess your needs.

#### **How will I know what I might find difficult to fund?**

If you travel by bus to school, think about how much this is going to cost for the year. Might you need to travel to other course related events, or do you plan to travel to University open days? Talk to the teachers of the courses you are on. Are there any costs associated with the course, such as textbooks or other equipment? Will there be any costs associated with the exams or modules? Are there any trips that are part of the course? Also think about meals while you are at school.

#### **Will the grant be paid in cash?**

Level 1 funding will be paid monthly by BACS transfer directly into your (the students) bank account. Level 2 & 3 grants will usually be paid by BACS transfer but may also be paid in kind such as meals, course materials or travel passes.

#### **Can the grant be paid into someone else's (such as another family member) bank account?**

No, BACS payments will only be made into the named account of the applicant.

#### **What should I do if I don't agree with the Panel's decision?**

You should write to the Chair of Governors stating why you think the decision of the Panel is incorrect. The Chair of Governors will then consider your appeal and reconsider your application with the help of two other Governors who were not previously involved. The outcome of this reconsideration will be notified in writing and is final.

#### **Where can I get further information?**

Talk to Mr Farr (Head of Sixth Form) or Mrs Gray (Business Manager)