



1. Background

The Department for Education provides a 16-18 bursary fund that is designed to help support young people who face the greatest financial 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 31st August in the academic year in which they start their programme of study.

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 timetabled sessions must be no greater than 10%.
- The student must maintain the terms of the Sixth Form Learning Agreement.

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

2. Process

To apply for a bursary and be eligible for a decision within term one, a student should complete the attached application form by the end of September. Funding will be allocated in order of need with Category 1 allocations made first followed by Category 2. An application may be made at any time in the year as the grant awarded will not normally be made pro-rata. However, it is advisable to make an application as early as possible as funds are limited. New 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. Available bursaries

Category 1 – Bursary for young people in defined vulnerable groups

You may be entitled to this bursary if you fit into one of the following categories:

- Young people in care
- Care leavers
- Young people who receive income support or a universal credit payment in their own name
- Disabled young people in receipt of Disability Living Allowance or personal independence payment in their own right as well as Employment Support Allowance or Universal Credit in their own name.

How much? – up to £1200 per year. **How to claim** - Students apply for funds on the Application Form by ticking their relevant Circumstances in Section 3. The amount paid is dependent on assessment of need.

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

We may be able to provide support to a vulnerable group student of more than £1,200 if extra help is needed to remain in education. This may include provision of a tablet or laptop for the duration of the period of study. Any payments over £1,200 will be paid from our discretionary bursary fund, subject to assessment and availability of funds. Applications should be made using the Application Form.

Category 2 – Discretionary Bursary

This is provided for students who face genuine financial barriers to attending sixth form.

You may be entitled to this bursary if you fit into one of the following categories:

- **You are in receipt of Free School Meals (even if you choose not to take them)**
- **Your gross annual household income is £30,000 or below**
- **Your household income is above £30,000 and below £35,000, but you are facing circumstances that are affecting your ability to attend sixth form.**

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 in kind or direct payments in monthly instalments. **This may include provision of a tablet or laptop for the duration of the period of study**. The amount paid will depend on individual financial need and on the amount of funds available.

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 current bank account. Appeals against the grant decision 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. You must provide evidence to support your application. Each application will be considered on individual circumstances.

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.

What can I spend the grant on?

The money can be used to allow you to access and participate in education. This could include, but is not limited to, the following:

- Text books or other books and equipment related to your study
- Stationery or revision aids
- Laptop, device, printer, ink etc
- School trips that contribute to your curriculum
- University visits/open days
- Transport to and from school
- School lunches

Can the school help me with a laptop/tablet to use for study?

If you are eligible to apply for a Category 1 or Category 2 Bursary, we may be able to provide you with a device to use during your time in sixth form. If you are interested in this provision, please indicate this on the Application Form.

When should I apply?

Applications can be made at any time but should be received by the end of September for a decision and first payment to be made in term one. If you are 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. In the event of an emergency, you should talk to the Head of Sixth Form as grants may be awarded in extreme cases.

Will I automatically get what I apply for?

Funding is dependant 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? 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?

Category 1 funding will be paid monthly by BACS transfer directly into your (the student's) current bank account. Category 2 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 current 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, Marling School, Cainscross Road, Stroud, GL5 4HE stating why you think the decision is incorrect. The Governors will then consider your appeal and reconsider your application. The outcome of this reconsideration will be notified in writing and is final.

Where can I get further information?

Talk to the Head of Sixth Form or the Finance Team.