



## Pate's Grammar School – 16-19 Bursary Fund Policy

The school's Bursary Fund is financed by government to provide support for Sixth Form students from disadvantaged backgrounds. This document is based on advice provided by the Young People's Learning Agency and sets out how Pate's Grammar School will administer and distribute these funds and is divided into the following sections:

- 1 Eligibility
- 2 Applications and Assessment
- 3 Payments
- 4 Appeals
- 5 Fraud

Pate's recognises that offering support to students from poorer backgrounds requires sensitivity and respect for all those concerned. Information relating to applications will be treated confidentially.

### 1 Eligibility

Bursaries are intended to support those Year 12 & Year 13 students from disadvantaged backgrounds, and students falling into the categories below are eligible to apply, as follows:

- 1.1 Young people in care, care leavers, those in receipt of income support, and young people receiving Employment Support Allowance who are also in receipt of Disability Living Allowance will be given the highest priority and be eligible to receive a bursary of £1,200 a year.
- 1.2 Students who are in receipt of Free School Meals might be eligible for financial assistance (*\*the final sum awarded will be dependent upon the number of applications received*), or payments in kind.
- 1.3 Students from low income families.
- 1.4 Additional funding or payments in kind might be granted to less well-off students who are faced with unforeseen changes in their circumstances.

Students eligible to receive a bursary must be aged under 19 on the 31<sup>st</sup> of August in the academic year in which they start their programme of study.

**Year 13 Students who received a bursary in Year 12 will continue to receive it and need not do anything now – we will write to you before half term to confirm all the details and the first payment will be made around half term (backdated to 1<sup>st</sup> September).**

### 2 Applications and Assessment

Pate's will make every effort to ensure that all those students entitled to bursaries and financial support receive such support. All students coming into the Sixth Form will receive information about bursaries. An example of the application form to be used is attached to this document (*Appendix 1*).

Students may be required to provide evidence of their household income, e.g. notice of benefit received from the Department of Work and Pensions.

**Where possible, all applications should be accompanied by a letter from a parent or carer fully explaining the necessity for the application, together with any relevant evidence.**

This should be marked '*confidential*', be addressed to the Bursar and must be received before the published deadline. We will endeavour to inform students of the result of their applications before half term. Payments to successful claimants will be backdated to the start of the Autumn term. Students can make applications later in the academic year, should the need arise at any point. In this case payment of claims can be backdated for up to 28 days.

Bursaries and financial support will be allocated by a panel consisting of the Bursar, Head Master and Head of Sixth Form, who will meet to consider applications. Allocations will be based on individual students' needs and must also take account of the overall available budget.

Students will be entitled to appeal against any decision taken by the school. The appeals process is outlined in section 4 of this document.

Students requiring further advice regarding their application should discuss this with their Head of Year.

### **3 Payments**

Payments to students will be made in arrears on a half-termly basis for the period of time that a student remains on their course and meets the necessary requirements for attendance, behaviour and standard of work, as stated in the Sixth Form Code of Conduct.

Should any student fail to meet these requirements the school reserves the right to withhold bursary payments for each week for which requirements have not been met. Similarly, if students leave school before the end of the academic year they will only receive payments for the time that they attended the Sixth Form.

Students entitled to bursaries joining courses later in the academic year will receive a pro-rata allocation.

**Students must have a bank account**, as payments will be made from the school directly to their accounts. Any student faced with difficulties in opening a bank account should immediately contact the Head of Sixth Form.

### **4 Appeals**

Students are entitled to appeal against decisions made in relation to their application for a bursary or the withholding of payments. They should first raise their concerns with the Bursar and, if such a meeting fails to resolve any differences, they should make a written complaint for consideration by the school Governing Body, which should be addressed to the Chair of Governors. The application will then be considered impartially by a panel of at least 3 Governors of the School. If this fails to resolve differences students can take their appeal to the Gloucestershire Bursary Management Committee.

### **5 Fraud**

It is a serious offence to make a false or exaggerated claim for support.



## 16-19 Bursary Fund Application

Prior to completing this form please read the guidance Financial Support information attached to this document. Proof of entitlement will be required to allow the processing of this form.

### Learner Details

Surname/Family Name:		Form:
First Names:		
Date of Birth		
Current Address		
Post Code		
e-mail address		
Home Phone		
Mobile Phone		

### Bank or Building Society Details

To receive payments, you must have a bank account in your own name that will accept BACS payments. If you do not have a bank account, you need to open one before completing this form.

Name of Account Holder	
Name of Bank	
Branch	
Sort Code	
Account Number	
Roll Number	

I confirm that the details are true and accurate.

Signature		Date	
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**Please attach - either - a letter from a parent / carer fully explaining the necessity for this application, together with any relevant evidence; or, alternatively, a personal statement giving full details of your current situation. This should be marked '*confidential*' and addressed to the Bursar.**