



16-19 Bursary Policy

Hylands School



Principles

Hylands School was built to serve the community in which it is placed. Accordingly, we are a comprehensive, community school with a clearly defined catchment area and cater for pupils of all abilities.

Hylands School believes that every member of the school community has a right to an education free from intimidation and fear. Failure to act gives a silent but powerful message that bullying is appropriate and acceptable.

Hylands School 16-19 Bursary Scheme

Important information for all Year 12 and 13 students and their Parents / Guardians / Carers

Introduction

The 16-19 Bursary Scheme was introduced in 2011/12 to replace the government-funded and administered EMA (Educational Maintenance Allowance) scheme. 2011/12 was a transition year where students in Year 13 continued to receive partial payment under the EMA scheme and Year 12 students were entitled to apply to their individual school for financial support through the new 16-19 Bursary scheme. Each School or College with a 6th form will receive a bursary allocation from the central government based upon previous years' roll numbers and number of students entitled to and receiving Free School Meals. Award, distribution, and administration of funds is now the responsibility of individual schools. Academy schools may devise their scheme terms and conditions provided the outline terms benefit those most in need and meet Education Funding Agency recommendations.

Who will be eligible for a bursary in the Hylands School Scheme?

To qualify, you must be aged under 19 on the 31st of August in the academic year in which you start your programme of 6th form study and a legal resident of the UK or a registered asylum seeker. There are two types of bursary available under this scheme:

- Vulnerable student bursary
- Discretionary bursary



Vulnerable Student Bursary

You could receive up to £1,200 in funding if one or more of the following apply:

- You are in care or a recent care leaver
- You are receiving Income Support, or Universal Credit because you are financially supporting yourself or someone who is dependant on you and living with you such as a partner or child
- You are receiving Disability Living Allowance or Personal Independence Payments in your own right as well as Employment and Support Allowance or Universal Credit in your own right

There is a possibility that no award will be made, or a limited prize, as a result of an application. Meeting the above criteria does not automatically mean funding will be given. A pro-rata amount is paid to students on a study programme of less than 30 weeks.

Discretionary Bursary

The Discretionary Bursary is categorised into three priorities. These are High, Medium and Low. Eligible students may apply for the discretionary bursary for a contribution towards the cost of transport, essential course equipment and related educational visits.

If successful, the award may be paid as a one-off payment for specific items or as a bursary for support, according to need. Assessments for support will be based on individual needs.

High Priority - Level 1

Students who fall into the below categories:

- The student is currently eligible for free school meals
- The student lives in a household where the parent(s)/guardian(s) are in receipt of Income Support or Universal Credits.

Medium Priority – Level 2

Students who live in a household where the gross annual income is less than £20,000.

Low Priority – Level 3

Students who live in a household where the gross annual income is less than £30,000 but more than £20,001.



***Students may also apply for short term financial support during times of unexpected hardship or change in circumstances. Where these circumstances arise, students should, in the first instance, appraise the Head of Sixth Form and Business Manager.**

All applications must clearly state what the identifiable financial need is and provide evidence to support this.

The criteria for **any** level of support is that the total household income **must not exceed £30,000 per annum** and that **no** other income is available from another household to support the student. Evidence of income and benefits will be required from all family members.

N.B Should evidence come to light which identifies household income has not been entirely and accurately declared, the school reserves the right to immediately withdraw future payment for the duration of years 18/19 and to claim back any bursary funding already paid to you. It is your responsibility to notify us of any change in circumstances or finances.

All bursary awards will be dependent on high standards of behaviour, full adherence to the sixth form contract and good attendance (95% or above). Hylands School reserve the right to withdraw payment where it is deemed these conditions have been breached, this may be a temporary withdrawal or for the duration of Year 18/19 according to the severity of the breach.

Bursary payments are made in-kind where possible to ensure that it is spent for the reasons it was awarded. In some cases, payments will be made directly to students and, in very exceptional cases, to their parents or carers.

What can the money be spent on?

The allowance is for; books, meals, transport or other course-related costs needed to help a young person stay in full-time education. It may also be used to fund visits to Universities.

If I am in one of the eligible groups, what evidence will my school need to see?

Entitlement to benefits can be proven by providing a copy of the Department of Work and Pensions Statement of Benefits, or a suitable letter from DWP outlining entitlement. All evidence must be dated within the current tax year.

If you are in care or a care leaver, the Local Authority will be able to provide a letter for the school confirming this.

If you have any other financial needs, you will need to provide original documentary evidence as to why you need financial support for Level 2 and 3 Bursaries. As Free School Meal entitlement is now administered by Hylands School, it is not necessary to provide evidence of this since our internal records will confirm entitlement.

N.B Parents are positively encouraged to apply for Free School Meals for their children where they are entitled, as a higher level of the bursary may be approved in conjunction with this entitlement.



Free School Meals criteria – do you qualify?

Parents or guardians receiving the following benefits can apply:

- Universal Credit (provided you have a net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)
- Income Support
- Jobseekers Allowance (Income Based)
- Income Related Employment & Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Child Tax Credit with an annual taxable income of less than £16,190
- Working Tax Credit run-on – paid for four weeks after you stop qualifying for Working Tax Credit
- Pension Guarantee Credit

Application for Free School Meals should be made using our schools' application form to the School Office or via our website. The decision to award Free School Meals now lies with individual schools and is self-administered. Annual evidence of income and benefits must also be provided for awards to continue.

How do I apply for a Hylands School 16-19 Bursary award?

You should apply to the school office as soon as possible after admission in September but **by 30th September 2020 at the latest**. Use the Application Form attached to this policy and remember to include evidence to support your application.

What happens to my application form?

Hylands School Remissions Panel comprises of the Director of Sixth Form, an additional Senior Leader and the Business Manager.

The School Remissions Panel will review applications in October to assess each claim and authorise payments.



Successful students don't need to reapply each term; the application should be made at the start of Year 12 and then **again at the beginning of Year 13**. Applications approved will be monitored and evaluated throughout the year and reports provided to the Remissions Panel. The grant may be withdrawn at any time a student fails to meet the criteria.

Will a successful bursary application impact any benefits I currently receive?

Receipt of bursary funding does not affect receipt of other means-tested benefits paid to families, such as Income Support, Child Benefit, Jobseekers Allowance, Working Tax Credit and Housing Benefit. However, if a student is in receipt of Disability Living Allowance (or Personal Independence Payments) and Employment Support Allowance or in receipt of Universal Credit, parents can no longer receive certain household/family benefits for that child, such as child benefit.

What if I want to complain?

If you are unhappy with the outcome of your application, you should contact the Head of Sixth form in the first instance to outline your concerns. If your complaint remains unresolved after this point, then you should follow the Hylands School Complaints Procedure outlined on the school website.

Hylands School 16-19 Bursary Application Form

Name Academic Year.....

Date of Birth.....

Student mobile no.....

Bursary Applied for (tick one box only)

Vulnerable Student Bursary

Discretionary Bursary (tick one of the options below)

Level 1 for students currently eligible for free school meals or the student lives in a household where the parent(s)/guardian(s) receive Income Support or Universal Credits.

Level 2 for students who live in a household where the gross annual income is less than £20,000.

Level 3 for students who live in a household where the gross annual income is less than £30,000 but more than £20,001.

Please note evidence should be attached to support your application. If no evidence is appended, the application will be refused automatically.



Please outline the identifiable financial need, e.g. books, transport, etc

Please read and sign the declaration and return with your application and documentary evidence in a sealed envelope to the School Office marked 'Confidential' and for the attention of Hylands School Business Manager.

Declaration by student and parent(s)

- I agree to my application being scrutinised by the Remissions Committee, whose decision is final and not subject to any appeals process.
- I understand that if I do not behave well, fail to adhere to the Sixth Form contract/code or my attendance is poor, then my bursary payment may be withdrawn without notice.
- I confirm that, for level 2 and 3 Bursaries, no other income or financial support is available from another household to support the student.
- If I leave the Sixth Form at any time within 4 weeks of a Bursary being awarded/paid, then I will repay the funds given to me.

I confirm that:

The information I have given is, to my knowledge true and correct and Hylands School may seek to confirm any details I have provided.

I understand there will be a delay in any funds being released if the application form has not been correctly completed or appropriate evidence of income has not been supplied.

General Data Protection Regulations:

I understand that:

The data contained on this form will be held on file for seven years and that Hylands School may make enquiries about the validity of the information provided on this form from other central and/or local government bodies, as deemed appropriate by the school.

The school has a duty to protect the public funds it administers and to this end may use the information provided on this form within this Authority for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes.

A copy of our Privacy Notice can be found at www.tkat.org/gdpr.

Student signature:

Parent(s) signature:

Date:



Completion by School Staff:

Name:

Position:

Date:

Signature: