



## **EMMBROOK SCHOOL BURSARY POLICY 2017/18**

### **16-19 Bursary Fund**

The 16 - 19 Bursary Fund targets support towards the most financially disadvantaged 16 to 19 year olds – those who most need help with the costs of staying on at school. Emmbrook School will determine the criteria for discretionary bursaries, and the frequency of and conditions for payments for all awards. The 16 – 19 Bursary will only be awarded to a student that is eligible and facing genuine financial barriers to participating.

### **ELIGIBILITY**

To be eligible to receive a 16 – 19 Bursary, the student must be aged 16 or over and under 19 on 31st August 2017.

Students must also satisfy the residency criteria set out in the \*EFA Funding Guidance (*A person on 1st September who is settled in the UK, and has been ordinarily resident in the UK and Islands for the three years preceding the 1st September*). *If you are in any doubt please speak with the Head of Sixth Form.*

### **BURSARY FUND LEVELS**

#### **Level One**

Students in the following defined vulnerable groups will be eligible for a bursary of up to £1200 a year.

- Students in Care
- Students who recently left local authority care
- Those in receipt of Income support (or Universal Credit in place of Income Support) in your name
- Disabled young people in receipt of Employment and Support Allowance (ESA) (or Universal Credit in place of ESA), and either Disability Living Allowance (DLA) or Personal Independence Payment (PP) in your name

#### **Level Two**

Students identified in the following groups will be eligible for a discretionary bursary of up to £750 subject to evidence being provided and also subject to the number of applications and funding allocated by the EFA

- Those students who are in receipt of free school meals in Year 11
- Free school meal entitlement in Year 11/12 which has not been taken up by the student
- Total household income of £30,000 per annum or less

Students can use the discretionary bursary for specific educational purposes. These include: cost of transport, meals in school, books and equipment and educational trips.

Household income can be evidenced by receipt of benefit and /or P60, Tax Credit Award Notice or evidence of self-employment income. The allowance will be established upon agreement by the school to make awards to students. All evidence of household income will be in strict confidence.

Payments would be paid in three instalments each term by BACS transfer directly into the students account. No student will receive more than £750 per annum. Payments will be subject to review by the Bursary Awards Panel.

If you think you are eligible for a Level One or Two Bursary please complete the application form.

## **ASSESSMENT**

The Bursary Awards Panel will assess each application with supporting documentation in the strictest confidence. The Bursary Awards Panel will consist of:-

- Headteacher
- Head of Sixth Form
- Finance Manager

Any student who believes they are eligible for any level of funding from the 16-19 Bursary Fund should complete an application form and hand it in to the Finance Office as soon as possible after admission in September. A student in receipt of any level of bursary must inform the Finance Office at school of any changes to family circumstances that may affect the support during the academic year. Students who become eligible during the academic year should contact the Head of Sixth Form and make an application.

Payments will be subject to review by the Bursary Awards Panel

To receive any funds once the school has acknowledged eligibility, participating students from Emmbrook School must adhere to the following criteria, with poor adherence resulting in a sliding scale of funding.

- Students should have excellent attendance at all timetabled lessons and registrations unless they have permission from the Sixth Form Management Team for authorised absence.
- Holidays will not be authorised. We will permit absence due to ill health (maximum of 3 consecutive days) each half term.
- Approved Examination Study Leave, participation on approved educational trips, or approved representative activities will be counted as attendance.
- If students are unacceptably late to lesson or registration, then these will count as an absence and therefore, may result in non-payment of the relevant terms award.

Students must abide by the standards of behaviour and effort as agreed at the start of their learning programme as detailed in the Sixth Form Code of Conduct. Students identified as a disengaged learner on any of their subjects, will have their bursary reduced pro rata.

We are happy to help and guide you through the Emmbrook School 16-19 Bursary Fund Policy if you have any questions or concerns, please get in touch with us in the Finance Office at the Emmbrook School.