



## DANE COURT GRAMMAR SCHOOL

### 16-19 Bursary

### Application Information

#### What is the 16-19 Bursary Fund

The fund is made available from the government through its funding body the ESFA to provide assistance to students whose access to, or completion of, education is inhibited by financial constraints or barriers.

#### Levels of Support from the 16-19 Bursary Fund

To be eligible to receive an award from this bursary a student must be at least 16 and under 19 years of age on 31<sup>st</sup> August in the academic year in which they start their programme of study. Students must satisfy ESFA residency criteria.

Bursaries from the fund will be awarded within four tiers of criteria:

#### **Tier1**

A bursary of £1200 per year will be awarded to

- students who are living in care
- students who are care leavers
- students who receive Income Support (in their own right)
- students who receive *both* Employment Support Allowance *and* Disability Living Allowance

(Evidence by written confirmation of current or previous, Looked-After status from a local authority or a letter setting out the benefit to which the young person is entitled.)

#### **Tier 2** (*dependent upon Bursary funds still being available after Tier 1 has been administered*)

A bursary of up to a maximum of £800 per year will be awarded to

Students who are eligible for Free School Meals

(Evidenced by local authority letter or data sent directly to the School)

#### **Tier 3** (*dependent upon Bursary funds still being available after Tiers 1 & 2 have been administered*)

Students can make applications for this award if the home they live at, on a permanent basis, has a gross annual household income of below £21,000 (previous threshold for highest EMA award).

Eligible students in this group may apply for a contribution towards:

- the cost of transport
- essential course equipment/materials
- trips
- UCAS application fee
- University Open Day visits

(Evidenced by the following documents for the previous tax year:  
P60 or Tax Credit/Universal Credit Award Notice if employed or  
SA302 or certified accounts if self employed)

**Tier 4** (*dependent upon Bursary funds still being available after Tiers 1, 2 and 3 have been administered*)

*Additional Help*

Under exceptional circumstances (and for any students who are experiencing short-term financial hardship), students who are not automatically eligible for an award can also apply for help with one-off course related expenses (proof of income or hardship will be asked for). Consideration of applications for additional help will be subject to the level of available funding remaining after applications for tiers 1,2 and 3. Applications for additional help will be considered on an individual basis. The level of support which the school can offer is dependent upon the total funding available and the number of applications it receives. Please note: there is a limited amount of funding which means that it will not be possible to support every application and priority will be given to those students from the families with the lowest household income and/or highest demonstrated need. The level of funding may vary during the academic year.

## **The Application Process**

Students will need to complete an application form and hand it into the Sixth Form Office by the last working day in September. All necessary evidence will need to be submitted at this time.

## **How Bursary applications will be considered.**

An Awarding Panel will be formed consisting of two members from the Board of Governors. The Head of Sixth Form will NOT be a member of this panel. A member of the Senior Leadership Team will attend Awarding Panel meetings to offer information about applications if called upon. Students will be notified of decisions by the end of Term 1.

## **Conditions that will apply to payments being made**

All payments from this fund will be conditional. These conditions are clearly laid out in the 16-19 Bursary-Student Contract which is attached to this policy.

## **How the Bursary will be paid**

Bursary payments will be made at the end of each term i.e. six payments a year. The Team will meet in the last week of each term to authorise payment for that term. Payments that have been authorised will be made directly into student's bank accounts by BACS.

## **Appeals and Complaints**

Any appeal or complaint must be made by the student who made the application following the Complaint Procedure as published on the web-site.

## **Fraudulent Information**

The school reserves the right to refer to the Police any application, where monies have been awarded, that appear to be fraudulent.