



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 Young People's Learning Agency (YPLA) to provide assistance to students whose access to, or completion of, education is inhibited by financial constraints or barriers. The new 16-19 Bursary has been put into place as a partial replacement for Education Maintenance Allowance.

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 31st August in the academic year in which they start their programme of study. Students must satisfy YPLA residency criteria.

Bursaries from the fund will be awarded within three 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 Federation)

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 Award Notice if employed

or

SA302 or certified accounts if self employed)

The Application Process

Students will need to complete an application form and hand it into the SIXTH FORM Office by 30th 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.

**DANE COURT
GRAMMAR SCHOOL
16-19 BURSARY FUND**

STUDENT CONTRACT



Absences

Absence which can be foreseen

The following absences may be authorised

Reason	Evidence
Medical appointment which cannot be arranged outside of school hours.	Appointment card/letter or doctor's note. If a phone appointment card must be obtained at the appointment and shown to the Federation.
Occasional care for a person if student has agreed caring responsibilities.	The Federation must be informed at time of enrolment, or when caring responsibilities begin.
Recognised Religious holidays.	Maximum of 3 days allowed per year.
Visit to university to attend an open day/interview or a career related interview or audition.	Invitation letter / requests from home. Maximum 6 per year.
Appointment with Connexions Advisor or Support Interview.	Appointment note from advisor. Disruption to studies should be avoided.
Unwaged work experience placement relevant to course.	Letter from employing organisation and Head of Year consent.
Field trips and other extra-curricular activities related to areas of study.	Organiser needs to authorise.
Attendance at a family function/funeral.	Letter from parent//guardian. No more than one day per occurrence.
Severe disruption to transport.	News report, school authorisation.
Driving test.	Letter from DVLA.
Study Leave – Authorised by the Federation	school calendar/study leave slips.
Court attendance, probation meeting or social service review.	Letter from court or social services.

In signing this Learning Agreement, I undertake:

- ♦ **To attend 100% of sessions** designed by the school as part of my programme of study, except where prevented from doing so by authorised absence. I understand that holidays during term time are not an acceptable reason for absence and will result in loss of Bursary payment.

ACCEPTABLE REASONS FOR ABSENCE ARE AS FOLLOWS:

- **DRIVING TEST (NOT LESSON)** – (proof required)
- **MEDICAL APPOINTMENT** – (proof required)
- **FUNERAL OF A CLOSE RELATIVE**
- **RELIGIOUS HOLIDAY**
- **ILLNESS** – (certified)
- **UNWAGED WORK EXPERIENCE**
- **OTHER GOOD REASON AUTHORISED BY THE SCHOOL**

I understand that any acceptable reason for absence must be explained by a phone call or a note from my parent/guardian, brought in to sixth form office on the day of my return or by other documentary evidence as required by the school. I understand that I will be required to catch up on any work missed due to absence, to qualify for payment. Illness beyond one academic week must be supported by a medical certificate.

- ♦ To arrive before each session 100% of the time.
- ♦ To notify the school about absences, wherever possible before or on the first day of any absence prior to the start of my first lesson.
- ♦ To meet the requirements of my course, completing to an acceptable standard and within the deadlines set for all coursework, homework and any other assignments set by my tutor/s including any work that may have been set when I was absent.

This Bursary Contract is made between you, the student, and Dane Court

The allowance and bonuses will be paid in full – **provided that you honour the Agreement in full.** It is very important to be clear about what this means.

1. *The allowance for the term* will be paid in full provided:

- You attend in full for all the sessions required by the Federation, including General Studies and Wednesday afternoon activities. There will be no loss of allowance if absence is authorised by the Federation. However, if absence is not authorised, as detailed in your student learning agreement, there will be no payment for the week in question. All of the week's payment will be lost; the scheme does not allow part-payment on a weekly basis.
- You are 100% punctual, including being ready to start the session as timetabled and not leave before the end of the session.
- That work deadlines are being met.

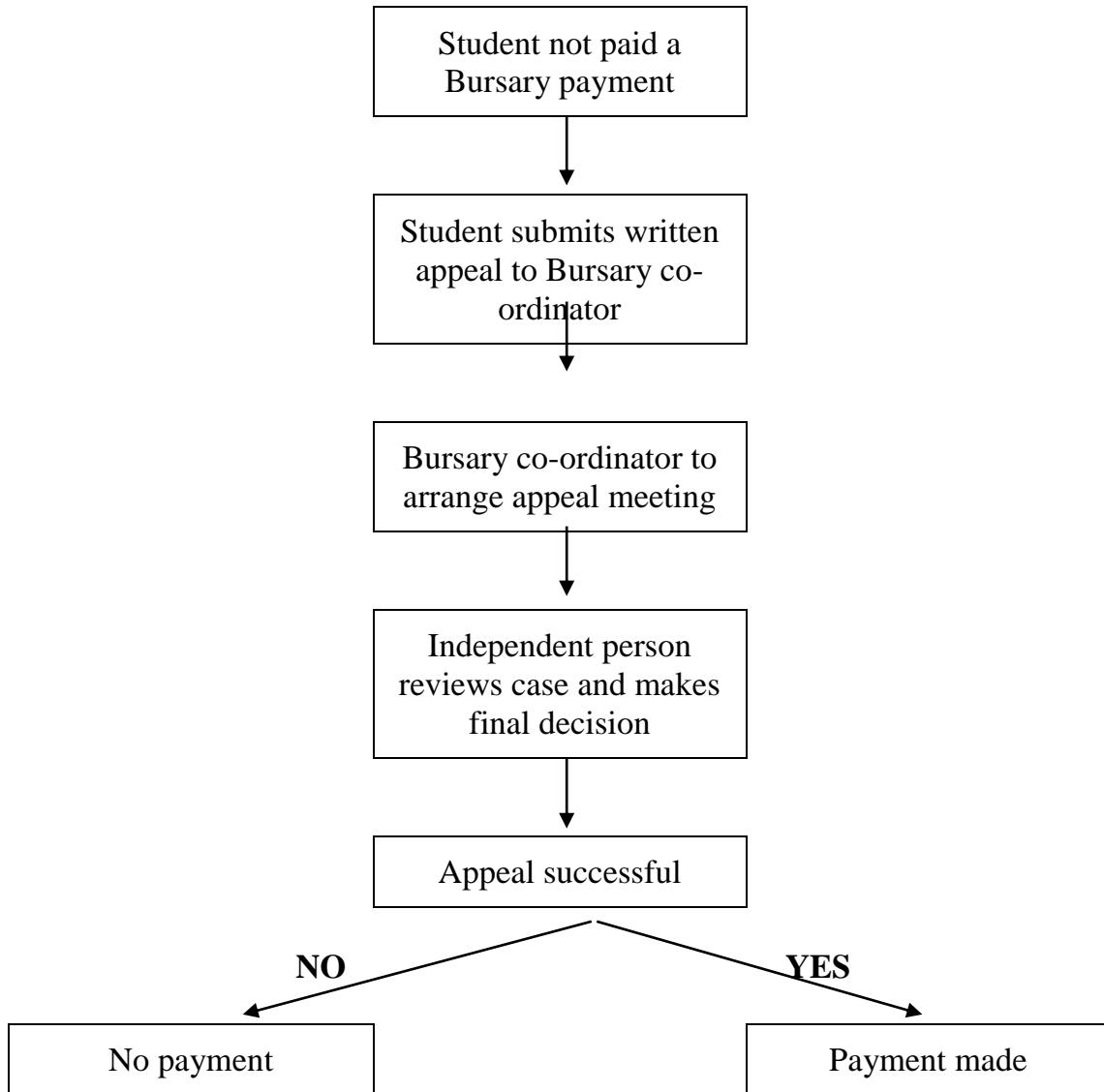
NB: Your attendance patterns will be notified to the Awarding Panel

The aim of the scheme is to help you. You have the right to the allowance and a right to success – provided that you accept the obligation to attend in full, on time, and work hard.

REMEMBER

- All absences are unauthorised unless a valid reason is given
- All foreseen absence must be notified in advance
- All other absences must be notified on the day in question and explained a.s.a.p. by a phone call or a written note from your parent or guardian.
- Valid reasons for lateness must be given a.s.a.p. to the Sixth Form Centre.
- Phone contact for notification of absences must be made on the day
- Retrospective phone calls/notes for absence or lateness will not be accepted.

Student appeals Process



Absences which cannot be foreseen

Reason	
An emergency family situation/bereavement.	Every effort must be made to contact the Federation on the day.
Transport problems with no alternative solution.	The Federation may need to check on local information regarding transport problems for that day.
Last minute change to medical or other major appointment.	Written notification would be required as soon as possible after the event.

Unacceptable Absences

Reason	
Holidays.	Unauthorised
Part or full time work which is not part of the student's programme of study.	Unauthorised
Leisure activity.	Unauthorised
Birthdays or similar celebrations.	Unauthorised
Babysitting younger siblings / childcare.	Unauthorised
Shopping.	Unauthorised
Driving lessons.	Unauthorised

Sickness

Payment/absence can be authorised for sickness, provided that the Federation procedure is followed and that it is in line with the school sickness policy. If sickness lasts for longer than one individual academic week, then a medical certificate is required.

Patterns of absences will be investigated and payment can be withheld for this reason.

Payments

Payments will be paid each term, but the decision on the exact date of payment will be made within the Federation.

Unauthorised absences and/or persistent lateness will lead to a loss of payments.

Effort grades and attendance at all external examinations will also determine whether a payment will be made.



Dane Court Grammar School **16-19 Bursary Fund Application**

Prior to completing this form please read the attached Application Information.

The deadline for submission of this application is the last Friday in September. Forms are to be handed into the Sixth Form Office.

Learner Details

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

Bursary Tier to which you are applying: *please tick*

Tier 1

Tier 2

Tier 3

Please state what evidence you are submitting to verify your application
(The list of evidence required is detailed on the Application Information sheet.)

If you are applying for Tier 3 please explain what you would like a contribution towards

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I confirm that the details are true and accurate.

Signature		Date	
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If making an application to **Tier 2 or 3** please ask your parent/guardian to complete the next section.

16-19 Bursary Fund Application

Prior to completing this form please read the attached Application Information.

Parental/Carer Details

Surname/Family Name:	
First Name:	
Date of Birth	
Address	
Post Code	
National Insurance Number Parent/Carer 1	
National Insurance Number Parent/Carer 2	
Home Phone	
Mobile Phone	
Household Income per annum	

I/We confirm that the details on this application are true and accurate.

Parent/Carer 1 Signature		Date	
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Parent/Carer 2 Signature		Date	
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16-19 Bursary Fund Application

For administrative use only

Nature of evidence provided:

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Bursary awarded

Yes

No

Awarding Panel Decision

	Tier Awarded	Amount awarded annually
Tier 1		
Tier 2		
Tier 3		

Notes:

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Dane Court Grammar School

16-19 Bursary Contract

I HAVE READ THIS AGREEMENT CAREFULLY. I UNDERSTAND THAT FAILURE TO COMPLY WITH THE ABOVE MAY RESULT IN LOSS OF A BURSARY PAYMENT

You have the right to appeal against a payment being withheld. A flow chart detailing the appeals process is available within this contract.

Student

I have read and understand the conditions of this contract and will work towards successful completion of my course. If I change course or provider, I agree to seek appropriate careers advice. If any of my circumstances change, I will notify the Federation in writing.

Signature: Name: <i>Please print</i>	Date:
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Dane Court

We will support the young person in achieving his/her learning goals.

Signature: Name: Ms A. Hale	Date:
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