



Southend High School for Girls

An Academy Grammar School

Southchurch Boulevard, Southend-on-Sea, SS2 4UZ

Headteacher: Mr J Carey MEd (Cantab), BA (Hons), LLE

SOUTHEND HIGH SCHOOL FOR GIRLS

16-19 BURSARY 2020/2021

Eligibility

To be eligible for a bursary, students must be aged between 16 and 19 on the 31st August for the academic year in which they start their programme of study. They must also satisfy the Education and Skills Funding Agency (ESFA) residency criteria.

There are three levels of bursary:

Level One:

- *Amount:* £1,200 per year
- *Eligibility Criteria:* Young people in care; care leavers; young people in receipt of income support or Universal Credit; or disabled young people in receipt of Disability Living Allowance or Personal Independence Payments in their own right, as well as Employment Support Allowance or Universal Credit.
- *Payments:* Four instalments of £300 (2 x £300 in autumn term, £300 in spring term, £300 in summer term)

Level Two:

- *Amount:* Between £500 and £800 per year (depending on the number of applicants)
- *Eligibility Criteria:* Students with a household income of below £20,000.
- *Payments:* Four instalments (two in autumn term, one in spring term, one in summer term)

Level Three:

- *Amount:* Approx. £200 per year
- *Eligibility Criteria:* Students with a household income of below £25,000 or with an identifiable financial need who do not fall into Levels One or Two above.
- *Payments:* A one-off payment for a specific need e.g. cost of travel to school or a school trip.

There is a limit to the total amount of bursary funding available for each academic year. Therefore, the bursary amount given to students may decrease as demand for the bursary increases during the academic year.

To receive a bursary instalment, the student must meet the following conditions each term:

- The student's level of authorised absence from all lessons must be no greater than 5% (unless in exceptional circumstances).
- There should be no unauthorised absences.
- The student's lateness record must not exceed three AM registration late marks per half term.
- The student must not have broken the terms of the Sixth Form contract.

Failure to meet these conditions will result in payments being withheld.

Telephone: 01702 588852

Email: office@shsg.org Web: www.shsg.org

Registered in England Company No: 07487455

Southend High School for Girls is the trading name of Southend High School for Girls Academy Trust



Application process

Students are encouraged to apply for a bursary as soon as possible after their admission in September. Students will need to complete a bursary application form and supply the relevant documents to prove their eligibility to the Sixth Form Pastoral Support Officer. Applications are treated in strict confidence.

Students applying for a Level One bursary should supply copies of the relevant documentation to support their eligibility.

For students applying for the Level Two and Level Three bursaries, we require two recent forms of proof of household income (i.e. the income from parents or carers resident at the student's primary address) which cover the current academic year. Household income includes any income from paid employment and/or benefits received. Acceptable evidence of income includes: Universal Credit statements, Tax Credit Award, Housing Benefit, latest P60, proof of JSA, Council Tax Benefit Form, Tax Self-Assessment Form or eligibility for Free School Meals.

The bursary is intended to reimburse students, up to the limit of their bursary award, for the following specific educational purposes:

- cost of transport to school
- meals in school
- books and equipment
- school uniform
- educational trips

The bursary must not be used for non-school related activities, or to pay for tuition.

To receive a bursary instalment, students are required to provide receipts demonstrating their expenditure. The exception is school trips, where the bursary may be used to pay for some, or all, of a school trip via the School Bank. Requests for funding school trips are considered on a case-by-case basis.

The Level One and Level Two bursary is divided into four equal payments during the academic year – two in the autumn term, one in the spring term and one in the summer term. We aim to provide the first payment to students by the October half term. For Level Three bursaries, students will receive a single payment. Payments are made by BACS directly into the student's bank account.

The bursary process is managed by the Sixth Form Pastoral Support Officer, and payments are authorised by the Director of Sixth Form. Appeals should be made in writing to the Headteacher.

**SHSG Sixth Form
September 2020**

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SIXTH FORM BURSARY APPLICATION 2020 – 2021

Student's name:

Form:.....

Level of Bursary: (Please circle)

LEVEL ONE

LEVEL TWO

LEVEL THREE

What will the Bursary be used for (receipts will be required)?

.....
.....
.....

Evidence of eligibility: (Please circle and attach copies of relevant documentation):

FREE SCHOOL MEALS

MEANS TESTED BENEFIT

TAX CREDIT DETAILS

UNIVERSAL CREDIT

OTHER (PLEASE STATE)

If the application is accepted, the bursary will be paid directly to the student via BACS. A bank account in the student's name will be required.

All receipts, bus or train tickets etc. are required to account for bursary spending and must be presented for audit each term. Students need to be precise in recording how the bursary has been spent. The bursary is divided into four equal payments during the academic year – two in the autumn term, one in the spring term and one in the summer term. We aim to provide the first payment to students by the October half term.

To receive bursary payments, the student must meet the following conditions each term:

- The student's level of authorised absence from all lessons must be no greater than 5% (unless in exceptional circumstances).
- There should be no unauthorised absences.
- The student's lateness record must not exceed three am registration late marks per half term.
- The student must not have broken the terms of the Sixth Form contract.

Failure to meet these conditions will result in payments being withheld.

Signed:..... (Student)

Date:

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