



## SOUTHEND HIGH SCHOOL FOR GIRLS

### 16-19 BURSARY POLICY

#### Eligibility

To be eligible for a bursary, the student must be aged between 16 and 19 on the 31<sup>st</sup> 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 and disabled young people in receipt of Employment Support Allowance who are also in receipt of Disability Living Allowance.
- *Payments:* Four instalments of £300 (£600 in autumn term, £300 in spring, £300 in summer)

#### **Level Two:**

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

#### **Level Three:**

- *Amount:* Approx. £200 per year
- *Eligibility criteria:* Students with a family income of below £25,000 or with an identifiable financial need who do not fall into levels one or two above.
- *Payments:* one-off payment for a specific need e.g. school trip

There is a limit to the total amount of bursary funding available for each academic year, therefore, at any time the amount of money given to students may decrease as demand for the bursary increases.

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 registration late marks per half term.
- The student must not have broken the terms of the Sixth Form contract.

## **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 Administrator. Applications are treated in strict confidence.

For students applying for the level two and level three Bursaries, we require two recent forms of proof of family income. Acceptable evidence of income includes: Universal Credit, 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, 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 each term, 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. The Remissions Panel will consider all requests for funding school trips on a case-by-case basis.

The Remissions Panel will meet four times during the academic year to discuss payments - twice in the autumn term, once in the spring term and once in the summer term. We aim to provide the first payment to students by the October half term. Payments are made by cheque to the student.

The Remissions Panel is composed of the Director of Sixth Form and the Assistant Director of Sixth Form. The process is administered by the Sixth Form Administrative Officer. Appeals should be made in writing to the Headteacher.

**Miss H Riebold**  
**Assistant Headteacher**  
**In charge of Sixth Form**

September 2018

**SIXTH FORM BURSARY APPLICATION 2018 - 19**

**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 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 to the student via cheque. A bank account in the student's name will be required.

**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 Remissions Panel will meet four times during the academic year to discuss payments - twice in the autumn term, once in the spring term and once in the summer term. Payments will be made soon after the Remissions Panel has met, and 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 registration late marks per half term.
- The student must not have broken the terms of the Sixth Form contract.

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

**Signed:**..... (Student)

**Date:** .....