



# Poole Grammar School

2024/25

## 16-19 Bursary Policy

Approved by:	Headteacher
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## 1. What is the Bursary Fund?

The Government is committed to supporting students in the post-16 sector and provides financial support through the 16-19 Bursary Fund. The 16-19 Bursary Fund provides financial support to help students overcome specific barriers so they can remain in education.

In line with Government policy, responsibility for the administration and distribution of the 16-19 Bursary Fund is devolved to the school. The guidance in this document follows Government guidelines and aims to be fair and transparent in its application.

There are two types of 16-19 bursaries available:

Level 1 – for defined vulnerable groups of up to £1,200 per year

Level 2 – discretionary bursary for students who require financial support to allow them to stay in education

## 2. Eligibility

To be eligible to receive a bursary the student must be aged over 16 but under 19 on 31<sup>st</sup> August 2024 for support in the 2024-2025 academic year. Students must also satisfy ESFA residency criteria (full details available on request).

Applications are welcome to be submitted throughout the academic year if family circumstances change.

### **Level 1 – Vulnerable Group Bursary**

The defined vulnerable groups are students who are:

- in care
- care leavers
- receiving Income Support, or Universal Credit in their own name
- receiving Disability Living Allowance or Personal Independence Payments in their own name as well as Employment Support Allowance or Universal Credit in their own name.

### **Level 2 – Discretionary Bursary**

Students who have an identifiable financial need. As a guide, we will consider applications from families with total household income, including all benefits, of up to £35,000 per annum. We would not normally expect to offer financial support to families with total household income of over £35,000 per annum, unless exceptional circumstances apply.

## 3. What you will receive

### **Level 1 – Vulnerable Group Bursary**

Support of up to £1,200 per annum.

### **Level 2 – Discretionary Bursary**

Support of up to £1,000 per annum.

Support above these limits may be awarded in exceptional circumstances and is at the discretion of the Bursary Committee.

As per the Government guidance, receipt of Bursary funding does not affect receipt of other means tested benefits paid to families.

The 16-19 Bursary Fund provides financial support to help students overcome specific barriers so they can remain in education. Examples could include:

- a bus pass so the student can attend school,
- a laptop so the student can complete their schoolwork,
- payment for a school trip,
- equipment such as art materials, stationery, textbooks, revision guides
- purchasing of school uniform

These items will either be purchased on your behalf or you will be reimbursed or partially reimbursed following production of receipts/proof of payment. No cash payments will be made.

The 16-19 Bursary Fund cannot be used to provide learning support (eg tutoring, mentoring, counselling), extra-curricular activities which are not essential to a student's studies and general living costs.

The above limits are subject to available funds.

## 4. Evidence Required

### **Level 1 – Vulnerable Group Bursary**

For students who are in care or a care leaver:

- Written confirmation of their current or previous looked after status from the relevant local authority.

For students in receipt of Universal credit or Income Support:

- A copy of the award notice. For students in receipt of Universal Credit, an additional document such as a tenancy agreement, utility bill etc. is also required.

For students in receipt of Disability Living Allowance or Personal Independence Payments:

- A copy of the award notice. Evidence of Employment Support Allowance or Universal Credit being paid is also required.

### **Level 2 – Discretionary Bursary**

Evidence of total household income below £35,000 is required and this could be in the form of:

- Universal Credit award notice – monthly statements for the last 3 months at least
- P60's
- Tax Return
- Last 3 months of bank statements
- Benefit Statement for the current tax year

## 5. How to apply

Applications should be made on the 16-19 Bursary Fund Application Form; a copy is available in Annex A. This completed application form, along with copies of the required evidence should be submitted for the attention of the Finance Officer, either electronically to [finance@poolegrammar.com](mailto:finance@poolegrammar.com) or in paper format to the Finance Office. The information disclosed will only be shared with the Bursary Committee for decision-making purposes. The application form and copies of the evidence will also be securely kept for audit purposes.

## 6. Ongoing Support

The Bursary Committee appreciate that additional support, outside of the original application, may be needed during the academic year. If additional support is required, please complete the form in Annex A and submit this for the attention of the Finance Officer, either electronically to [finance@poolegrammar.com](mailto:finance@poolegrammar.com) or in paper format to the Finance Office. The Bursary Committee will then review this application taking into account the spend to date for the academic year and the available funds.

## 7. Communication, Governance and Monitoring

The school will provide a policy statement on how they will administer and distribute the funds allocated. This will be available on the school website with the application form (this document). The ESFA (Education and Skills Funding Agency) allocates a specific funding to the school each year, which is the school's allocated amount of money.

Money will be allocated according the eligibility criteria and will be subject to the school's normal governance and audit regimes. If a student feels aggrieved about how their request for a Bursary has been handled then they should follow the normal complaints procedure for the school.

The Bursary Award will be monitored through the external school financial audit, through the ESFA and through Ofsted.

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## 16-19 Bursary Scheme Application Form

### Student details

Name of student: .....

Tutor Group: .....

Date of Birth: .....

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### Bursary Level

Please indicate which level of Bursary you wish to apply for (please tick one option only):

Vulnerable Group Bursary

Discretionary Bursary

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### Details of Support Required

Please list the items financial support is required for. If support is required for a bus pass, please provide details of the bus service used and bus stop:

Bus Pass  School trips  Stationery

Laptop  Books  Uniform

Other – please specify:

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### Is this your first application in this academic year?

Yes  Please complete Section B

No  Please complete Section A

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### Section A

Has the household financial income changed since your last application?

Yes  Please complete Section B

No

Please go straight to Declaration Section



**Section B**

Please refer to the guidance before completing this section.

Total family annual income (including any benefits) £.....

Please list the supporting documents you have attached (photocopies rather than original documents are preferred):

**Additional information**

Please provide any other information you wish for the Bursary Committee to consider in support of your application:

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**Declaration Section**

- I certify that the information above is complete and accurate to the best of my knowledge and I understand that giving false or incomplete information, that leads to incorrect payments/support or overpayments, may result in future support being stopped and any incorrectly paid funds recovered and police prosecution,
- I confirm that I will inform the school of any change in circumstances or change in family income,
- I am aware that Bursary financial support may be stopped due to poor attendance/behaviour or failure to follow the school rules,
- I am aware that funding can only be provided subject to the school receiving sufficient government funding.

Signed (student) ..... Date .....

Signed (parent/carer) ..... Date .....

**Return to the Finance Office.**