



## 2018-19 Bursary for Sixth Form

### Bursaries

Schools and colleges have been allocated a sum of money by the Education Funding Agency to pay bursaries to some post 16 students where their families have a low income.

Our policy is to make payments as follows:

#### 1. **Vulnerable Bursary**

These will be paid to young people who are:

- in care
- care leavers
- receiving Income Support, or Universal Credit because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them such as a child or partner
- receiving Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right

#### 2. **Free School Meals Bursary**

Those eligible for free school meals are those where parents/carers receive the following:

- Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of state Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more £16,190)
- Working Tax Credit run-on - paid for four weeks after you stop qualifying for Working Tax Credit.

#### 3. **Discretionary Bursary**

Discretionary Bursary will be given to those students who are not eligible under the above criteria, but have a household income (as assessed by HM Revenue & Customs) that does not exceed £16,190 and whose financial difficulties make it difficult for them to meet course requirements. For example help towards books, equipment or field trip expenses. You can contact Mrs Plumb for an application form if you wish to apply for this additional help.

### Conditions

Payment of discretionary bursaries and additional support will be conditional on the students meeting the following expectations:

- Achieving an average of B or above in each subject monitoring grades
- Under the age of 19 at the start of the academic year
- Maintaining 100% attendance. If you need to be absent for valid reasons, eg medical appointment, university open day, you must complete a pink slip available from Mrs Barden and have this approved in advance by Mr Whitehead
- Being punctual and registering attendance in all lessons
- Behaving maturely and responsibly at all times
- Keeping up to date with work and meeting attainment targets

**Payments**

The applications process can take a maximum of 6 weeks, there will be 3 payments scheduled throughout the academic year, first payment being after October half-term. Payments will be made when we are confident that all conditions have been met.

**Appeals**

Appeals against bursary or additional support decisions should be made to Mr Whitehead. If you are still unhappy with the outcome you should follow the school's complaints procedure; the complaints policy is available on the school's website.

**Please complete the Bursary Fund Application Form available from:  
Mrs Plumb, Sixth Form Support Manager  
01342 410140 ext 254 or [jplumb@sackvilleschool.org.uk](mailto:jplumb@sackvilleschool.org.uk)  
Thank you**