



2017-18 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 or a care leaver
- In receipt of income support
- In receipt of Employment Support Allowance and also Disability Living Allowance

2. **Free School Meals Bursary**

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

- Income Support
- Income-based Jobseeker's Allowance or Employment & Support Allowance
- Income related Employment and Support Allowance
- The guaranteed element of State Pension Credit
- Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income (as assessed by HM Revenue & Customs) that does not exceed £16,190

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 Underdown 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 Underdown, KS5 Student Support Assistant on 01342 410140 ext 254/ hunderdown@sackvilleschool.org.uk
Thank you