

Dover Grammar School for Girls

16 – 19 Bursary Fund Policy



Signatures:

Headteacher _____ Date _____

Chair of Finance & GP Committee _____ Date _____

Chair of Governors _____ Date _____

This policy was adopted by the Governing Body in June 2005
To be reviewed annually.

Reviewed **May 2014, 2015, 2016, 2017, 2018**

Next Review **May 2019**

Dover Grammar School for Girls

16 – 19 Bursary Fund Policy



The Governors of Dover Grammar School for Girls are committed to providing assistance to students in the VI Form to ensure that they are able to benefit fully from the education offered by the school. It is our goal that no student is discriminated against due to economic hardship. Funding for this bursary comes directly from the Education & Skills Funding Agency (ESFA) and is targeted at those students for whom costs might prove an impediment to continuing with Post 16 education. We want our students to have the best opportunity to study and be offered the best life chances possible.

Guaranteed Bursaries of £1200

If you are a young person in care, a care leaver, in receipt of income support or a disabled young person in receipt of Employment Support Allowance and Disability Living Allowance then you qualify for a £1200 bursary, subject to the eligibility criteria above.

This is usually paid by BACS transfer **only** into the student's bank account as follows:

£600	Autumn Term
£300	Spring Term
£300	Summer Term

DGGS 16 - 19 Bursary Fund

Funding is limited and, in line with all Post 16 providers of education, we are obliged to set out the criteria by which bursaries will be allocated.

Eligibility

To be eligible for a bursary, you must be aged under 19 on 31st August in the academic year in which you start your programme of study and must satisfy ESFA residency criteria.

To continue to receive a bursary, you must satisfy the following conditions:

- Unauthorised and unexplained absence from all lessons must be no greater than 5%
- You must not break any of the terms of the Sixth Form contract / school rules
- Holidays may not be taken in term time

Discretionary Bursaries

You can apply for funding for a specific educational purpose:

- Contribution towards a Kent 16+ Travel Card or other transport costs
- Meals in school
- Books and equipment
- Educational trips and visits

A bursary is not intended to cover your living costs and is not a replacement for other benefits

How does it work?

- You should apply as soon as possible and **no later than 15th September**
Applications made after this date will not be considered
- If you wish to utilise the bursary fund to offset costs of the Kent 16+ Travel Card, applications must be received by **9th July**
- The Bursary Panel will sit in July, September, January and May to consider applications and monitor the progress of recipients of bursaries
- Bursaries will not be continued for students who fail to meet the eligibility criteria above
- The Panel will meet on an *ad hoc* basis to consider applications for bursaries where the student is faced with sudden financial hardship due to a change in personal circumstances. Therefore **you can apply for an emergency bursary after 15th September, but only if there is a significant change in your personal / family circumstances**

How do I apply for a bursary?

- You should fill in the simple and confidential form which will only be seen by members of the Bursary Panel
- You will need to provide evidence of your parent(s) total income for the year ending 5th April in the previous year e.g. for September 2018 this will be the year to 5th April 2017. Evidence could be a copy of their P60 if they are solely employed, or a copy of their 2016/2017 HMRC Tax Calculation Statement if they are self-employed and/or file a Tax Return. You may also wish to enclose a copy of the most recent Tax Credit Award Notification letter

How much can I apply for?

- Generally speaking bursaries will not exceed £400 per annum per student, but the panel may at its discretion award greater amounts in order to ensure that a student can continue in education at DGGs
- The maximum amount that could be awarded, excluding vulnerable groups listed above, is £800, but this would be in exceptional circumstances
- The panel will always consider individual needs, which is why we ask for evidence of your household income
- Students will need to apply at the start of each academic year

When will you decide?

- The panel will meet on 10th July and 18th September and will inform students of their decisions by letter as soon as possible thereafter
- All students must meet the eligibility criteria above, or bursaries may be removed
- Specific complaints about the allocation of bursaries or the administration of the process should follow the school's formal complaints procedure which can be found on our website or a copy of which is available from the school office

How will I be paid my bursary?

- Usually payment will be made directly to your bank account. Under the terms of the ESFA agreement we cannot pay money into another person's bank account (such as a parent's bank account)
- If you are applying for a bursary to be used for a Kent 16+ Travel Card this will be paid direct to KCC
- Payment may be direct. For instance, we may purchase course materials for you or pay our caterers directly if you are applying for meals in school
- Payment will usually be made in three instalments in the Autumn, Spring and Summer terms provided you continue to meet the eligibility requirements

Dover Grammar School for Girls

16–19 Bursary Application Form



Name of Student:

Address:

Telephone Number:

Email contact details:

Current Tutor Group:

Amount of Bursary applied for (please see guidance notes).

Purpose for which bursary is requested (which must fulfil the criteria in the guidance notes). Please indicate the costs of any items such as travel, books, meals or visits so that a judgement can be made as to the effectiveness of funds granted.

Other factors which you believe the panel should consider when reviewing your application (optional).

Please return the application form to the School Business Manager by 9th July 2018 if applying for a Kent 16+ Travel Card bursary or by 15th September 2018 in all other cases (except where personal circumstances have changed and you are applying for an emergency bursary).

You **MUST** attach supporting evidence of your parent(s) total household income (relevant HMRC Tax Calculation Statement/P60/ most recent Tax Credit Award Notification letter).

If you are a young person in care, a care leaver, in receipt of Income support or a disabled young person in receipt of Employment Support Allowance and Disability Living Allowance then you qualify for a £1200 bursary subject to the eligibility criteria above. We require a photocopy of appropriate documentation to allocate this bursary **BUT** you **DO NOT** need to give details of what the bursary is for, in this instance, as the amount is automatically awarded.

This policy was adopted by the Governing Body in June 2005
To be reviewed annually.

Next Review May 2019