

The King Edmund School 16-19 Bursary Scheme 2016-2017

Important information for all Year 12 and Year 13 students and their parents / guardians / carers

Introduction

In 2011 the Government announced a new Bursary Scheme to help 16-19 year olds continue in full time education.

Who will be eligible for a Bursary in the King Edmund School scheme?

To qualify you must be under aged 19 on the 31st August in the academic year in which you start your programme of study and a legal resident of the UK or registered asylum seeker. There will be three levels of King Edmund School Bursary and you can apply for ONE only:

Level 1. Those most in need, such as young people in care, care leavers, young people receiving income support in their own name, and disabled young people receiving both Employment Support Allowance and Disability Living Allowance can apply for a bursary of £1,200 per year.

Level 2. This Bursary can be allocated to students who need support to overcome financial barriers that might prevent them continuing in full time education. This Bursary is for students who have received Free School Meals at any time within the last six years. They will receive a bursary of between £500 and £800 per year for identified and agreed costs outlined in the application process. This bursary will be paid weekly during term time.

Level 3. This level of Bursary is for those students with a financial need who do not fall into the above categories. This is a match-funded Bursary of up to £200 per year. Applications must state what the identifiable financial need is and evidence provided to support this. The criterion for support is that the total household income must be less than £23,000 per annum and that no other income is available from another household to support the student. Documentary evidence is required.

The awards will be dependent on good behaviour, adherence to the sixth form contract and good attendance. This means less than 6% unexplained absence from all lessons including supervised study and work experience. Please note that the school has been allocated only £22000 approximately for the Bursary Scheme for 2016-17 and that also includes any admin costs to run it. Please also note that the school may purchase rail or bus tickets on behalf of students if the Bursary is to be used to assist with transport costs.

What can the money be spent on?

The money is for books, meals, transport, trips or other course-related costs needed to help a young person to stay in education.

If I am in one of the eligible groups what evidence will my school need to see?

If you are applying for Level 3, you can provide a letter from the Department of Work and Pensions setting out the benefit you are entitled to. If you are in care or a care leaver, the local authority will be able to provide a letter for the school confirming this. If you are applying for Level 2, the school will already have evidence from the Department of Education confirming that you have been eligible for Free School Meals during the last six years.

Advise on bank accounts

Students aged 16 are able to open a basic bank account, which is offered by 16 members of the British Bankers Association. The basic bank account will allow for receipt of the Bursary, including by cashless means, and will allow funds to be withdrawn via ATMs as well as via standing orders and direct debits where necessary.

- Bursary payments can only be made to the student's bank account
- Payments may not be made into another person's account, except in exceptional circumstances where a student is unable to administer their own account.
- Payments may be made to a joint account, as long as the student is one of the account holders.
- If a student has a Post Office account, it should be noted that these accounts do not accept payments by BACs (electronic bank transfers) and are therefore not suitable for the Bursary Scheme.

How do I apply?

You should apply to the School Business Manager as soon as possible after admission in September but by the following deadline: **Wednesday 21st September 2016**.

Payments will commence from Monday 26th September 2016 once we are aware of how many applications we have received for our allocated funding.

What happens to my application form?

The School Business Manager will make the initial decision and this will be ratified by the Governors Finance Committee.

The Governors Finance Committee sits once every half term. Payments will be made to students after the School Business Manager's decision. Applications approved will be monitored and evaluated throughout the year and reports given to the Finance Committee regarding students failing to meet the conditions of the grant. The grant may be withdrawn at any time if a student fails to meet the criteria.

The King Edmund School may choose to pay the bursary as a cash payment or provide 'in kind' support, for example, by bulk purchasing equipment that eligible students need for particular courses. Transport costs may either be bought by the school i.e. bus or rail tickets or cash payments may be made to eligible students who require assistance with bus tickets.

<p>NB: The Bursary payment made by the Department for Education to schools is a fixed sum and not on a per student basis. The King Edmund School may have to vary the amounts of its bursary payments to deal fairly with the numbers of eligible students in their Sixth Form.</p>
