

## Queen Elizabeth's Grammar School

### 16-19 Bursary Fund, 2013/14 Academic Year

#### What is the 16-19 Bursary Fund

The 16-19 Bursary Fund is a new scheme to help young people facing financial hardship to stay in full time education.

#### Who can apply?

Those under the age of 19 on 31 August in the academic year in which they start their programme of study, and satisfy the YPLA's residency criteria (as set out in the document '*YPLA Funding Guidance 2011/12: Funding Regulations*') can apply for a bursary.

There are two elements to the fund:

1. Young people in care, care leavers, young people in receipt of Income Support and disabled young people in receipt of Employment Support Allowance who are also in receipt of Disability Living Allowance will be eligible to receive a bursary of £1,200 per academic year.
2. Young people entitled to free school meals (or from households in receipt of 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 guarantee element of State Pension Credit, Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income that does not exceed £16,190) will be eligible to receive a discretionary bursary of up to £780 per academic year (39 weeks @ £20 per week).

The Academy **may** be able to offer **limited** financial support to other students experiencing financial barriers to participation e.g. make a financial contribution towards the cost of travelling to a university interview. Students should initially discuss their individual circumstances with the Director of 6<sup>th</sup> Form Studies.

In order to assess eligibility under the scheme, the Academy will be entitled to ask for evidence of household income as evidenced by receipt of benefit and/or P60, Tax Credit Award Notice or evidence of self-employment income.

#### How will I receive my bursary?

Bursary payments will be made in instalments, weekly in arrears, directly into your bank account subject to you:

1. Maintaining a good standard of academic work, e.g. in line with their ALPS prediction;
2. Completing all homework and coursework tasks or other work set by subject teachers;
3. Working effectively in lessons and maintaining concentration;
4. Being properly equipped for lessons;
5. Attending school. All students absent due to illness must submit a note to either their Form Tutor or the 6<sup>th</sup> Form Administrator. Payment for time off through illness is at the discretion of the Academy. Absences that can be foreseen, e.g. medical/orthodontist appointments or driving tests can sometimes be accepted as authorised absences. In these circumstances, students are again required to submit a note to their Form Tutor or the 6<sup>th</sup> Form Receptionist along with supporting evidence, e.g. an appointment card. Punctuality to lessons is essential. Bursaries cannot be paid if you are away on holiday.

6. Comply with all school rules and 6<sup>th</sup> Form Codes of Conduct.
7. Following what the Academy considers to be a full time course.

**Will I need to re-apply every year?**

Students will need to re-apply at the start of each academic year. It is recognised, however, that personal circumstances may change during the course of the year. Students are responsible for informing the Director of 6<sup>th</sup> Form Studies of any change in their personal circumstances to ensure the accuracy of their payments. Over payments will be recovered.

**Appeals**

You have the right to appeal against non-payments. An Appeal Form can be collected from the 6<sup>th</sup> Form Reception and must be submitted within two weeks of the date of the decision being published.