



Glyn School 16 – 19 Bursary Fund - Guidelines for Applications

Applications to be submitted by: Friday 2 October 2020

Any applications received after this date will be processed and subject to funds being available.

Discretionary Fund Application Date: Monthly subject to funds being available

Level of Support

The Glyn School 16-19 Bursary Fund is targeted to reach students who face significant barriers to participating in education it targets funds to help the students in greatest need.

Bursary Fund

Bursaries will be allocated (subject to available funds) based upon the following criteria:

- A Young Person in Care including unaccompanied asylum-seeking children.
- A Care Leaver
- A Young Person in receipt of Income Support or the equivalent Universal Credit (UC) in their own right.
- A Disabled Young Person in receipt of Employment and Support Allowance who is also in receipt of Disability Living Allowance (or the new Personal Independence Payments).
- Vulnerable students who have other exceptional circumstances
- Total Household income
- Students who are eligible for free school meals

As a guideline to the income related eligibility, please consider the current household income band that allows the claiming of free school meals i.e. up to £16,190 p.a.

Discretionary Fund

The Discretionary Fund system includes a sum of £125.00 a year for specific educational purposes such as: books and equipment; examinations re-sit fees; University application (UCAS) fees; educational visits and transport costs if an Oyster Card is not available. Additional funds may also be available for students who have course specific residential educational visits depending on the fund allowance.

Application Process and Payments

All applications are to be made to the Sixth Form Office by the Friday 2 October 2020 along with up-to-date required evidence.

Glyn School will process the information by the end of October and advise you of the outcome in writing. All eligible bursary payments will be back-dated to the date of the original application.

All bursary payments will be made directly into the student's nominated account, one week in arrears, and will be subject to the conditions laid down in the 16-19 Bursary, Agreement (please see the Glyn Bursary Fund Policy Agreement for further details). Payments will cease upon completion of the course the student has enrolled upon or immediately following their last exam.

A separate 16-19 Bursary Agreement will need to be signed by the student.

Please note that Glyn School guarantees that all personal information, including bank details and household earnings, will be stored securely and will remain strictly confidential.

Internal Appeals Process

Students have a right to appeal against a decision if they have evidence that the school has made a mistake and that they have behaved in accordance with the terms of the 16-19 Bursary Fund Agreement. Appeals should be made to the Head of Sixth Form. If a further appeal is requested then this will be heard by a Governors' sub-committee of two members including: a School Governor and a neutral member of staff.

Fraud

Parent or Carer and student must confirm that all information provided is true and must notify Glyn School if any circumstances change. The bursary will be provided on the basis that certain conditions set by the school as detailed in the Bursary Agreement and understand that money may be claimed back and eligibility withdrawn should they knowingly provide information which is discovered to be false.

Reviewed June 2020