



Glyn
School

16-19 BURSARY
DISCRETIONARY
FUND POLICY
2020-2021

The Purpose of this Policy is:

1. To ensure that the funds received annually for the Bursary and Discretionary Fund are targeted towards students that have the greatest need.
2. To ensure that funds are distributed fairly to students whose household income or exceptional circumstances may limit their educational chances.
3. To ensure financial sustainability through the flexible development of funds received, thereby preventing an over spend in any annual cycle of funding.
4. To ensure that any personal financial details remain secure and confidential.
5. To minimise the risk of fraudulent claims.

Glyn School 16-19 Bursary Applications

Applications to be submitted by: Friday 2 October 2020

Eligibility to receive a bursary the student must be aged under 19 on 31 August in the academic year in which they start their programme of study and must satisfy residency criteria. Students may meet the criteria for Glyn School Bursary on two levels. Please see below for full details of Level One and Level Two criteria.

Evidence Requirement

Evidence of total household income (total household income for Weekly Bursary, no more than £16,190pa and for Discretionary Bursary no more than £30,500pa) by way of a P60; Receipt of Benefit Notification; Tax Credit Award Notification; Self Employed Income Notification; Child Tax Credit /Pension Credit, Income Support or Universal Credit, Income Based Job Seekers Allowance or Asylum Seeker NASS letter must be provided along with the completed application form.

Level One

Those eligible for Level One includes: Young Person in Care, Care Leaver, young person in receipt of Income Support, disabled young person in receipt of Employment and Support Allowance who is also in receipt of Disability Living Allowance. Vulnerable students who have other exceptional circumstances.

Level Two

Students who are eligible for free school meals or whose household income is less than £16,190 per year (being the 2020/2021 earnings threshold for free school meals).

Payments

Level One A figure not exceeding £30 a week.

Level Two A figure not exceeding £20 per week and calculated annually according to the availability of funds, (total fund divided by the number of eligible applicants by the October closing date). This figure will be set for the academic year and payments will be subject to the terms of the Bursary Fund Policy Agreement.

All students will cease to receive the 16-19 Weekly Bursary allowance upon completion of their course or immediately following their last exam.

Discretionary Fund: (eligible for students whose total current household income is no more than £30,500 and subject to availability of funds)

As an alternative to weekly payments, Glyn School will operate a discretionary payment system for specific educational purposes such as books & equipment; examination resit fees; university application (UCAS) fees; educational visits and transport costs for school trips. Additional funds may be available for students attending course specific residential trips e.g. Geography field trip, Biology field trip or BTEC trips.

In most cases, no money will be given directly to students, payments or purchases will be made on their behalf. The maximum claimable, within any academic year, will be capped at £125 per student (subject to funds being available). However additional funds may be available for those who are required to attend a residential, educational visit.

This fund will be used to cover the 10% of the annual bursary awarded to the school. The fund will also be topped up with any monies that are not awarded through the weekly payments to either Level One or Level Two students who fail to meet the terms of the Bursary Fund Guidelines.

Eligibility will be determined via formal application and students do not fall into Levels 1 or 2 above. Each claim will be assessed separately and funds may be awarded on either a match funded or full cost basis. To be considered for the Discretionary Fund the current household income of the student should be no more than £30,500 per year.

Application Process and Payments

All Bursary Fund applications are to be made to the Sixth Form Office by Friday 2 October 2020 along with the required evidence. Applications after this date will be processed but are subject to funds being available.

Glyn School will then process the information by the end of October and will advise students, in writing, of the outcome. All eligible bursary payments will be backdated to the date of the original application as long as they are received by the deadline date.

All bursary payments will be made directly into the student's nominated bank account, one week in arrears, and will be subject to the conditions laid down in the 16-19 Bursary Fund Policy Agreement, including attendance, behaviour and completion of all external examinations.

Once entitlement is approved, a separate 16-19 Bursary Fund Agreement will be signed by the claimant and witnessed by Head of Sixth Form.

Security of Personal Information

All applications will be made through the Sixth Form Office. 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 an error and that they have behaved, in accordance with the terms of the 16–19 Bursary Fund Policy and Guidelines. Appeals should be made to the Head of Sixth Form in the first instance. If a further appeal is to be requested then this will be heard by a Governor's 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.

Monitoring, Evaluation and Review

Policy Originator	H Thompkins	Monitoring & Evaluation by	LMT
Review Period	annually	Review Date	July 2020