

# West Kirby Grammar School

## 16-19 Bursary Policy



### **Introduction**

The 16-19 Bursary Fund is a scheme set up by the government to help the most vulnerable young people aged 16-19 continue in full time education. Its purpose is to provide financial support to help students overcome specific barriers to participation, so that they can remain in education. Full details can be found on the gov.uk website.

### **Eligibility**

- Age – students must be over 16 and under 19 at 31 August before the academic year in question. If a student turns 19 during their programme of study, they can continue to receive the bursary to the end of the academic year in which they turn 19, or to the end of the programme of study, whichever is sooner.
- Residency – students must meet the residency criteria in the EFA funding regulations for post 16 provision. This document sets out the evidence required to confirm eligibility and can be found at:

<https://www.gov.uk/government/publications/advice-funding-regulations-for-post-16-provision>

- The young person must also meet the eligibility criteria for the category of bursary they are applying for.

### **Categories of Bursary**

#### **1. Discretionary Student Bursary** (eligible for up to £1000 per annum)

If the household income is less than £25,000.

It may also likely you are eligible for free school meals). Please visit [Free School Meals | West Kirby Grammar School \(wkgs.org\)](#) to check eligibility and register.

#### **2. Vulnerable Student Bursary** (eligible for up to £1200 per annum)

The defined vulnerable groups are students who are:

- in care
- care leavers
- receiving Income Support (IS), or Universal Credit (UC) because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them such as a child or partner
- receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in their own right as well as Employment and Support Allowance (ESA) or UC in their own right

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The allocation of these funds is subject to audit so West Kirby Grammar School will require evidence that the application is genuine. All information will be treated in confidence (copies of evidence will be retained for a period of 6 years). Appropriate evidence required is stated on the application form.

### **Conditions for receipt of student bursaries**

Despite eligibility, students **do not** automatically receive the full amount as this is reviewed after each claim. In order for payments to be authorised students must have:

- a good record of behaviour and punctuality
- Minimum of 95% attendance
- no unauthorised absences
- satisfactory assessment results and BTL

Payments will be made in arrears and in some cases there may be delays if there is a query regarding stated conditions or if the correct paperwork is not provided. In this case, issues will be discussed with individual students (not parents). If a payment is not made, it is the responsibility of the student to monitor this and seek advice from Mrs Marley. If necessary, emergency funds can be authorised.

**Students will be required to inform the school of any changes in their financial circumstances which may affect their eligibility for bursary funding. Students are required to reapply once moving from Y12 to Y13.**

### **Allocation of Funds**

Funds are allocated in accordance with the needs of individual students. Flat rate payments ARE NOT made.

If student's applications are successful, a letter will be sent out to inform parents and students of this. Students will then need to make a claim each half term by completing the claim form and will need to include receipts for all stated items.

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Examples of what students can claim support for include any school related costs, such as:

- Transport costs (School buses paid directly to Calday once bursary is approved. For public buses and trains – Passes can be collect from the finance office prior to travel – notice is needed to activate the pass)
- Meals **in school** (reimbursement of any monies paid via Scopay)
- **Essential** school clothing (blazer, skirt, trousers, shoes – **up to £200 per year**)
- Course materials (books, stationery etc)
- **Compulsory** educational trips (students should inform the Finance Dept of their intention to attend and compulsory trips – additional trips are not covered)
- University visits/application (included open days, interviews etc)

NOTE: Where possible, payments will be paid direct for what is needed rather than as a reimbursement to students. Students should liaise with the finance department if they sign up for any school trips so payment can be made directly. When this is not possible, payment will be transferred to the **student's bank account** upon authorisation that the student has met the criteria.

Claims forms should be submitted, along with appropriate receipts, on or before the following dates for 2023-24 to ensure payment before the break that follows:

Monday 9<sup>th</sup> October

Monday 11<sup>th</sup> December

Monday 26<sup>th</sup> February

Monday 22<sup>nd</sup> April

Monday 8<sup>th</sup> July

Claims submitted after this time will not be considered until the next assessment.  
**Payment is NOT guaranteed; students must meet the conditions below.**

### **Applications**

Application forms are available from the school website. Completed copies of the form should be submitted with copies of required evidence to the finance office **by Thursday 14<sup>th</sup> September 2023** to ensure students can make their first claim before October half term.

Applications will still be considered after this date and throughout the year, for those students who may have a change to their circumstances. Payments will be made as appropriate. Each application will be considered on a case-by-case basis and discretionary payments may be offered.

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### **Assessment**

The Bursary Awards Panel (comprising a representative from Finance and the Assistant Head teacher) will assess each application with supporting evidence in the strictest confidence. Notification of acceptance is provided via email once approved. Copies of the evidence will be taken and kept on file; it is the responsibility of the student to collect original copies from the finance office.

### **Appeals**

If students are deemed not eligible for the bursary fund, parents, carers and students have the right of appeal; this should be done in writing to Mrs Marley ([Imarley@wkgs.net](mailto:Imarley@wkgs.net)) who will liaise with the Director of Finance (Mr Eckford) and/or the Headteacher (Mr Clarke), as appropriate.

For more detailed information on the 16-19 bursary fund, please see guidance for 2023-2024:

[16 to 19 Bursary Fund guide 2023 to 2024 academic year - GOV.UK \(www.gov.uk\)](#)

This policy will be reviewed annually.

Last Review Date: June 2023

Due for next review: June 2024