

Rainham Mark Grammar School

16-19 Bursary Fund Policy 2017/18

Head of 6th Form Approval:

Business Manager Approval:

Payment Approval:

**PLEASE ENDEAVOUR TO COMPLETE THIS FORM FOR THE START OF TERM IN SEPTEMBER TO ENSURE PROMPT PAYMENT OF YOUR BURSARY. THE DEADLINE FOR ALL APPLICATIONS IS
*30th SEPTEMBER 2017***

What is the 16-19 Bursary Fund?

The fund is made available from the government through its funding body – Education Funding Agency (EFA) for 16-18 year olds – to provide assistance to students whose access to, or completion of, education is inhibited by financial constraints or barriers.

Who is eligible to apply for 16-19 Bursary Funding at RMGS?

Students following government funded full time or part-time courses, who are 16 years and over and satisfy one or more of the following criteria:-

- Students aged at least 16 and under 19 years of age on 31/08/17 who are in care, are leaving care, are in direct receipt of Income Support, receive Universal Credit, are disabled and in receipt of both Employment Support Allowance or Personal Independence Payment (PIP) and Disability Living Allowance.
- Students who are economically or socially disadvantaged and at risk of not taking up or continuing in their education.
- Students who have been in care, on probation, are young parents or are otherwise considered at risk
- Students who are unaccompanied asylum seeking children (UASC).
- Students who are refugees (who will have access to 16-19 Bursary Funding if they are in receipt of supportive evidence from DWP)
- Students who are lone parents
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Who is not eligible for 16-19 Bursary Funding?

- Students under 16 years of age or over 19 years of age on 31/08/17.
- Students who do not meet the residency qualifications.
- Students who do not fulfil any of the criteria described above.

Residency qualifications

- To qualify for the 16-19 Bursary or assistance from the Student Support Fund you must meet the following residency conditions:
- Be settled* in the UK and have been ordinarily resident in the UK for at least three years prior to starting Rainham Mark Grammar School (**settled means having either indefinite leave to enter or remain (ILE/R), or having right of abode in the UK. British citizens and certain other people have the right of abode in the UK.*)
- Be a national of any European Union (EU) country (including Gibraltar) or child of an EU national, and have been ordinarily resident in the European Economic Area (EEA) or Switzerland for at least three years prior to starting at Rainham Mark Grammar School.
- Be the child of an EEA migrant worker who has ordinarily been resident in the UK when you start Rainham Mark Grammar School and have been ordinarily resident in the European Economic Area (EEA) or Switzerland throughout the three years prior to that.
- Be recognised as a refugee by the UK Government, or the child of a refugee, or have been granted Humanitarian Protection, or have EU Temporary Protection.

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Proof of income

Proof of evidence will be required to support this application and could include:

- Certified letter from the LA regarding Free School Meals
- Certified letter from the DWP
- P60 (additional evidence will also be required)
- Self-Employment Income evidence
- Other relevant certification

How will RMGS assess applications and allocate 16-19 Bursary funding?

The 16-19 Bursary Fund is a limited fund and the school will prioritise allocation. There will be 3 priority groups, categorised as high, medium and low. Students who are eligible for any level of funding should complete an application form and hand it to the School Office as soon as possible after admission to the Sixth Form in September. A Bursary Fund Committee will meet at the beginning of November and in January to consider and review applications at all levels. Students who are deemed eligible should be aware that to continue to receive a bursary/funding they must:

- Maintain a good level of attendance of at least 90% (excluding Study Leave) with no unauthorised absences
- Maintain at least satisfactory levels of effort, as shown by termly assessment grades.
- Maintain good levels of behaviour as determined by the Head of Year.

The 16-19 Bursary Fund Committee

- The 16-19 Bursary Fund Committee will normally meet twice per year (November and January to consider and review applications). Emergency meetings may need to be called.
- The 16-19 Committee is a sub-committee of the whole School Bursary Fund Committee. It will consist of The Head Teacher, the Head of Sixth Form and the Business Manager.
- Learners and their parents should understand that the available fund is limited. Any appeals against decisions can be made to the Chair of Governors, via the Clerk to the Governors
- More than one proof of evidence will be required by the Committee to support this application. Please see page one for examples of proof of evidence

£1200 Bursary (Level 1/High priority) (Vulnerable Group)

The government has announced that some students will be entitled to a grant or bursary of £1200* next year. You could get this if you are in one of the following categories:

- You are living in care, or have recently left living in care
- You, the learner, are receiving income support
- You, the learner, are disabled and receiving both Employment Support Allowance and Disability Living Allowance

Payments will be made on a termly basis (i.e. 3 times a year) – £600 in term 1, £300 in term 2 and £300 in term 3. Payments will be subject to review by the Bursary Fund Committee.

If you think you are eligible for this £1200 bursary, please complete the main application form and appendix 1.

Level 2/Medium priority group (Discretionary Bursary)

You could receive this level of funding if:

- You have a gross annual household income of below **£25,000**

OR

- You are in receipt of Free School Meals

If you think you are eligible for up to £800 per annum support, please complete the main application form and appendix 2 as you may be eligible for a contribution towards the following specific educational purposes (receipts will be required):

- The cost of transport, essential course equipment, meals in school, course related trips, UCAS fee, travel to open days, course related sporting activities, uniform or other school resources
- Financial support towards childcare costs.

Payments will be made on a termly basis (i.e. 3 times per year). Maximum of £400 in term 1, maximum of £200 in term 2 and maximum of £200 in term 3. Payments will subject to review by the Bursary Fund Committee.

Level 3/Low priority (Discretionary Bursary)

You could receive this level of funding if:

- You have a gross annual household income of between **£25,000** and **£30,000**

OR

- You have an identifiable financial need and do not fall into Levels 1 or 2 above

If you think you are eligible for up to £200 pa support, please complete the main application form and appendix 3 as you may be eligible for a contribution towards the following specific educational purposes (receipts will be required):

- The cost of transport, essential course equipment, meals in school, educational visits uniform or other school resources

Those in the Level 3 group will be considered for funding based on the school's allocation and subject to available funding after those in Level 1 and Level 2 have been awarded.

Payments may not be made until after 31 December 2017.

Payments will be made on an as needed basis after consideration by the Bursary Fund Committee.

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Appendix 1 – Main Application Form

Appendix 2 – Additional application form for Level 1 (High priority) applicants

Appendix 3 – Additional application form for Level 2 (Medium priority) applicants

Appendix 4 – Additional application form for Level 3 (Low priority) applicants

This information is subject to final government decisions and the details may change

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Appendix 1

16-19 Bursary Fund Application – 2017/18

Prior to completing this form please read through the guidance above. Proof of entitlement must be included when the form is returned to the School Office. The application form and appropriate appendix needs to be handed to the School Office as soon as possible, after admission to the Sixth Form, in September.

Learner Details

Surname/Family Name	
First Names	
Date of Birth	
Address	
Post Code	
e-mail address	
Home Phone	
Mobile Phone	

Bank or Building Society Details

To receive payments, you (the Learner) must have a bank account in your own name that will accept BACS payments. If you do not have a bank account, you need to open one before completing this form.	
Name of Account Holder	
Name of Bank	
Branch	
Code	
Account Number	
Roll Number	

I confirm that the details are true and accurate. I understand that to continue to receive funding, I must maintain good levels of attendance, effort and behaviour (please see page 2 of the guidance for clarification).

Signed (Learner)		Date:	
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16-19 Bursary Fund Application

Parental/Carer Details

Surname/Family Name	
First Names	
Date of Birth	
Address	
Post Code	
Nat Insurance Number	
Home Phone	
Mobile Phone	
Household Income (pa) (Please attach evidence to application form)	

This application for assistance from the 16-19 Bursary Fund is made at the following level.

Level 1 (High) Appendix 1 Form		Level 2 (Medium) Appendix 2 Form		Level 3 (Low) Appendix 3 Form	
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Please tick one category and fill in the relevant form

I confirm that the details on this application are true and accurate to the best of my knowledge.

Signed Parent/Carer		Date	
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Appendix 2

Application for High Priority/Level 1 funding – maximum available £1200 per annum

This form should be completed in addition to the main application form and should be submitted with appropriate evidence

Full name:

Date of birth:

Do you have frequent access to a PC or laptop at home for use in your studies? Yes / No

I wish to apply for High Priority, Level 1 funding under the following criteria (please delete as appropriate):

- I am living in care
- I have just left living in care
- I am in receipt of income support
- I am disabled and receive both Employment Support Allowance and Disability Living Allowance

I attach to this form the following pieces evidence to support my application (please specify below, see page one of the guidance for examples):

I certify that the details on this application and the evidence provided are true and accurate.

Signed: (Learner)

Signed: (Parent/Carer)

Date:

Date application received:

Date reviewed by Committee:

Outcome:

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Appendix 3

Application for **Level 2/Medium Priority discretionary funding – maximum available £800 per annum**

This should be completed in addition to the main application form and should be submitted with appropriate evidence

Full name:

Date of birth:

Do you have frequent access to a PC or laptop at home for use in your studies? Yes / No

I wish to apply for Level 2 funding under the following criteria (please delete as appropriate):

- My gross household income is below **£25,000**
- I am in receipt of Free School Meals
- My household is in receipt of other means tested benefits

I wish to apply for support towards:

Specific need (i.e. transport)	Amount applied for	Total

Receipts will be required:

I attach to this form the following evidence to support my application (please specify below, see page one of the guidance for examples):

I will be able to provide receipts for the above. I certify that the details on this application and the evidence provided are true and accurate.

Signed: (Learner)

Signed: (Parent/Carer)

Date:

Date application received:

Date reviewed by Committee:

Outcome:

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Appendix 4

Application for **Level 3/Low Priority discretionary funding – maximum available £200 pa**

This should be completed in addition to the main application form and should be submitted with appropriate evidence

Full name:

Date of birth:

Do you have frequent access to a PC or laptop at home for use in your studies? Yes / No

I wish to apply for Level 3 funding under the following criteria (please delete as appropriate):

- My household income is between **£25,000** and **£30,000** (gross)
- I have another identifiable financial need (please explain)

I wish to apply for support towards:

Specific need (i.e. transport)	Amount applied for	Total

I attach to this form the following evidence to support my application (please specify below, see page one of the guidance for examples):

I will be able to provide receipts for the above. I certify that the details on this application and the evidence provided are true and accurate.

Signed: (Learner)

Signed: (Parent/Carer)

Date:

Date application received:

Date reviewed by Committee:

Outcome:

6th Form: 2017/2018

BEHAVIOUR POLICY FOR THE PURPOSE OF THE RMGS 16-19 BURSARY FUND

Dear Parent/Guardian,

The Bursary Fund is paid on the proviso that 100% attendance has been met. There will be no loss of allowance if an absence is authorised by the School, this could include periods of revision or study leave. However if absences are not authorised/negotiated there will be no payment for the period in which the absence falls.

You are expected to:

Attend 100% where possible.

Be punctual to all lessons and register your attendance.

Get permission in advance for time you need to take off.

Hand in Homework & Coursework to stated deadlines.

Always show a positive attitude to learning and maintain a high standard of behaviour.

Getting permission for an absence (negotiated/authorised absence), appropriate evidence should be provided. It is understood that there is very occasionally a reason why you may need to apply for permission to be absent. If the School agrees in advance of the absence, then your Bursary Fund Payment will not be affected.

Examples of unauthorised absence:

Holidays.

Part or full time work which is not part of your programme of study.

Leisure activities.

Birthday or similar celebrations.

Babysitting younger siblings or looking after other family members.

Driving lessons if not in Study periods.

Yours faithfully,

Mrs E Horstrup
Head of 6th Form
Rainham Mark Grammar School
Pump Lane
Gillingham
Kent. ME8 7AJ