



**2023-2024**

**BURSARY POLICY**

## **BURSARY ELIGIBILITY**

To be eligible to receive a bursary the student must be aged over 16 but under 19 on 31<sup>st</sup> August in the academic year in which they start their programme of study and must satisfy the Education Skills Funding Agency (ESFA) residency criteria.

To continue to receive a bursary the student must satisfy the following conditions:

- The student's level of unauthorised and unexplained absences from all lessons must be no greater than 10 sessions.
- The student must not have broken the terms of the Sixth Form Contract.

## **BURSARY PAYMENT LEVELS**

### **LEVEL ONE BURSARY**

#### ***How much?***

Up to £1,200 per year (up to £600 in Autumn Term, up to £300 in Spring and Summer Terms).

#### ***Who?***

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

#### ***How paid?***

BACS payment to the student's bank account at start of each term.

### **LEVEL TWO BURSARIES**

Level two bursaries are determined by the school on a case by case basis. The amount paid will be dependent on the number of applications for assistance received and the bursary fund amount allocated to the school.

Level 2 bursary funding is for specific educational purposes:

- Cost of transport
- School lunches
- Essential course books and equipment
- Educational trips

## **LEVEL TWO BURSARY – 2A**

### ***How much?***

Up to £750 per year (up to £400 in Autumn Term, up to £175 in Spring and Summer Terms).

### ***Who?***

- Students in receipt of Free School Meals
- Students whose household income is below £16,200
- Students whose household are in receipt of means tested benefits such as:
  - Income support
  - Income-based Jobseeker's Allowance
  - Income related Employment and Support Allowance
  - The guaranteed element of State Pension Credit
  - Child Tax Credit (but not Working Tax Credit)
  - Universal Credit

### ***How paid?***

Students apply for funds for specific educational purposes (see above). The school will assess each claim and authorise payments up to the permitted maximum in each term. No student to receive more than £750 per year.

## **LEVEL TWO BURSARY – 2B**

### ***How much?***

Up to £250 per year (up to £150 in Autumn Term, up to £50 in Spring and Summer Terms).

### ***Who?***

Students with an identifiable financial need but who are not eligible for a level 1 or 2A bursary.

### ***How paid?***

Students apply for funds for specific educational purposes (see above). The school will assess each claim and authorise payments up to the permitted maximum in each term. Funding provided on a match-funded basis. No student to receive more than £250 per year.

## **PROCESS**

Students are encouraged to apply for a bursary as soon as possible after admission in September and by 30<sup>th</sup> September at the latest.

If a student becomes eligible to apply for a bursary due to a change of circumstances after the September deadline, the application form should be submitted as soon as possible and notification of the decision will be provided within 10 school days – any award for a level 2A or level 2B bursary will be subject to funding being available.

## **How do I appeal if the school has stopped payment?**

- The school may stop payment if you have not met the terms and conditions of the Bursary Agreement, which you have signed.
- If a payment to you is stopped the school will explain clearly why this has happened.
- Non-payment is not always due to non-attendance. It can be for persistent lateness, or your work not being up to an acceptable level.
- If you are not happy with the reason(s) for the non-payment of your Bursary you have the right to appeal. The school is obligated to provide one appeal hearing for every non-payment decision.
- If you wish to exercise your right to appeal you should contact the Head of Sixth Form who will direct you to the appropriate Appeals Panel.
- Your appeal must be lodged in writing within 10 working days of non-payment of the Bursary.
- The following information should be included in the letter:
  - (a) The full reason for the appeal
  - (b) Any documentation you wish to present as evidence
- An appeal will normally be dealt with within 5 working days. In the event that your case is not straightforward we may contact your mentor or subject teacher for further information, which may take extra time.
- The appeal will be handled in the school at Senior Management level.
- At the appeal you will have the opportunity to present your case and have an adviser present such as a parent or carer who, if you wished, could put the case on your behalf.
- The Appeal Panel's decision is final and binding on all parties.
- If your appeal is successful you will be eligible for back payment.



## APPLICATION FOR SIXTH FORM BURSARY FUND 2023

Name of student: .....

### **Level One**

Application for Level 1 funding will be dealt with separately. Please make enquiries to the staff in the Sixth Form Centre.

### **Level Two – 2A**

Students will have to demonstrate that they fit the criteria for free school meals. Please tick one of the boxes and provide the necessary evidence. If you have already provided up-to-date information of receiving these benefits when applying for a younger sibling in the school you will not need to provide this evidence again. If this is the case, please provide the sibling's name below.

**Name of younger sibling in school:** .....

Evidence of being in receipt of qualifying benefit	
<input type="checkbox"/>	Household income below £16,200
<input type="checkbox"/>	Income Support
<input type="checkbox"/>	Income-based Jobseeker's Allowance
<input type="checkbox"/>	Income-related Employment and Support Allowance
<input type="checkbox"/>	The guaranteed element of State Pension Credit
<input type="checkbox"/>	Child Tax Credit (provided you're not also entitled to Working Tax Credit)
<input type="checkbox"/>	Universal Credit

**Details of the Parent/Carer claiming one of the benefits ticked above:**

Title (Mr/Mrs/Miss/Ms)		Surname	
Forename		Relationship to student	
National Insurance No. or Asylum Seekers No.			
Address			
Post Code		Telephone No.	
Email address			

**Level Two – 2B**

Students will have to demonstrate they have an identifiable need that does not fall into Level 1 or Level 2A above where there are specific educational purposes. Please tick one of the boxes and provide some additional narrative to support your application. These could include:

Please tick one	Educational Purpose/Financial Need
<input type="checkbox"/>	Cost of Transport Financial need:
<input type="checkbox"/>	School lunches Financial need:
<input type="checkbox"/>	Books and Equipment Financial need:
<input type="checkbox"/>	Educational trips and Other- please state purpose Financial need:

**Declaration for Application to Sixth Form Bursary Fund**

*I declare that the information given on this form is correct.  
I understand that the school will use the information provided to process a claim funding  
from Hillview Sixth Form Bursary Fund.*

Signature: ..... Date: .....

<p><b>For Office Use Only:</b></p> <p>Date Form received:</p> <p>Documents included as evidence:</p>  <p>Application Approved date:</p> <p>Application Agreed by:</p>  <p>Date Entered onto MIS:</p>
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## **BANK MANDATE FORM**

Please complete this form and return to staff in the Sixth Form Centre as soon as possible, together with the completed Application Form.

Bank details are for student bank accounts only.

Student Name	
Address	
Date of Birth	
Student Personal Email (not school email)	
Bank Name	
Account Name	
Sort Code	
Account No.	
Signature	
Date	

### **For Office Use Only:**

Account No.	
Date entered	
Signed	