



QUEENS' SCHOOL

Dare to be Great

16 to 19 Bursary Policy 2018-2019

Summary

To be eligible to receive a bursary in 2018 to 2019 the student must be aged over 16 and under 19 at 31st August 2018. The 16 to 19 Bursary fund provides financial support to help students overcome specific barriers to participation so they can remain in education.

There are 2 types of 16 to 19 Bursaries. A claim form is available (for both groups) and must be completed, signed by student, the Head of Sixth and sent to accounts before claims will be considered.

All bursaries will be paid by BACS to the students account.

For full details please go to: www.gov.uk/1619-bursary-fund

Group 1. Qualification criteria for a guaranteed VULNERABLE Bursary (Appendix A):

Students in years 12 and 13 who will receive a guaranteed £1,200 bursary for the year Sept 18 to July 19:

To be eligible for vulnerable bursary, students must be in one of the defined vulnerable groups:

- Students in care
- Students who are care leavers
- Students receiving Income Support or Universal Credit 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.
- Student receiving Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right. Students aged 19 or over are not eligible for vulnerable groups.

Each bursary will be paid directly into their Bank Account via BACS payment. For students on a study programme which last 30 weeks or more in the academic year the bursary will be given on a pro-rata basis, i.e. 30 payments x £40 per week.

Evidence of eligibility will be required i.e. a letter detailing the entitlement benefits or written confirmation of current or previous looked after status.

The school must submit a Funding Claim to the SBSS to draw down funding for vulnerable students.

Group 2. Qualification criteria for a DISCRETIONARY Bursary (Appendix B):

To be eligible for the discretionary bursary, students must be facing financial barriers to participation and need help to stay in education.

Students in years 12 and 13 who will receive a discretionary bursary for the year Sept 18 to July 19 based on their individual needs and help with cost of transport, meals, books and equipment, including students taking certain courses with high costs (specialist equipment/ clothing/ curriculum trips) that are required as part of their studies.

- Students who are registered for Free School Meals (as shown on Queens' School Sims)

Students who are in receipt of any of the qualifying benefits are urged to register for Free School Meals in order that they can qualify for the bursary. Parent/Carer should apply for free school meals online at: www.hertsdirect.org/freeschoolmeals

- Students who have a parent in receipt of working tax credit (copy of proof must be attached to claim).

Students who are in receipt of any of the qualifying benefits are urged to register for Free School Meals in order that they can qualify for the bursary. Parent/Carer should apply for free school meals online at: www.hertsdirect.org/freeschoolmeals

- Students with exceptional needs at the discretion of The Head of 6th Form, (A discussion with the Head of 6th Form may be required and a brief summary of why payment has been requested may be required to be sent separately to the accounts department and attached to claim).

Receipts or other evidence of payment for the eligible claims must be attached to form. No payments can be made in advance.

The initial discretionary bursary will be up to £500 per student – further funding may be released at Easter 2019.

Students can claim up to a maximum discretionary bursary during the school year. The total maximum available for each student will not be known until we have details of all students who are eligible.

Students aged 19 or over are only eligible to receive a discretionary bursary if they are continuing on a study programme they began aged 16 to 18

The awarding of the bursary is subject to the following Queens' School criteria:

- Attendance is at least 85% for the year (support may continue if a student's attendance falls below the requirement, and there is a valid reason for it, i.e. illness, caring role or family problem).
- Their school report is positive.
- There are no 'cause for concern' expressed to the Head of Sixth Form.
- They receive no internal or fixed term exclusions.
- They complete a questionnaire letting the school know how the funds helped their studies.

Should a student not meet the criteria above they agree to refund any bursary already paid and to revoke the right to further funds.

Governor approved: November 2018

Review date: November 2019

Queens' School (Bushey) Ltd (registered number: 076506090)

Sept 2018 JHU Queens'