



## Wetherby High School Sixth Form

### 16 – 19 Student Bursaries (2018-19)

The student bursary fund is designed to provide support to help students who may face specific financial barriers when wishing to remain in full time education.

Students who fall into any of the categories outlined below are invited to apply for financial assistance. There are 2 types of 16 - 19 bursaries:

#### 1. Defined Group Bursary

This is a bursary of up to £1,200 a year for students who meet one of the four criteria below (plus other criteria for age and residency) and who have an identified financial need. Defined groups are students who are:

- in care
- care leavers
- 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
- 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.

#### 2. Discretionary Bursary

This is a bursary that institutions award to meet individual needs (discretionary bursaries are targeted towards students who would otherwise not be able to stay in full time education without financial support for things like transport, meals, trips, books and equipment).

- Wetherby High School will award bursaries to students whose family's household income falls below **£25,000** per year and who is under 19 years of age at the end of the academic year of study.
- Students that are eligible for Free School Meals will automatically be eligible for bursary support, subject to need.

Wherever possible any awards will be made in-kind, such as travel passes, books, equipment, etc. rather than as cash payments.

The 16 – 19 bursaries can be applied for at any time throughout the year, but is subject to funding availability. For further details and application forms, please contact Mrs J McCartney at [jmccartney01@wetherbyhigh.co.uk](mailto:jmccartney01@wetherbyhigh.co.uk) or Mrs J Vandembrielle at [jvandembrielle@wetherbyhigh.co.uk](mailto:jvandembrielle@wetherbyhigh.co.uk)

## **16-19 Bursary Applications**

### **Eligibility - Age**

To receive a bursary, the student must be aged under 19 on 31<sup>st</sup> August in the academic year in which they apply for the bursary.

### **Eligibility – Financial Need**

For either award the school needs to be satisfied that a specific financial need has been identified.

### **Eligibility – Residency**

Students must have the legal right to be resident in the United Kingdom at the start of their study programme. Further details regarding the residency criteria are available on the department for education website.

### **Eligibility – Evidence**

For either award the student will need to provide school with any documentary evidence requested (as per the bursary application form). The only exception to this is in respect of the Discretionary Bursary where a student is in receipt of a Free School Meal.

### **Defined Group Bursary Applications**

For this bursary, applications reviewed by school are then submitted to the Student Bursary Support Service (SBSS) for review and confirmation of eligibility, prior to any defined group bursary financial support being made available.

### **Discretionary Bursary Awards**

Whilst there is no set limit for the amount of discretionary bursary that a school may award, students should be aware that there is a limited amount of funding available to support students. Awards wherever possible will be non-monetary, such as the provision of a travel pass, books, stationery, equipment, etc.

It should be noted that any reusable resources, such as books, equipment, etc remain the property of the school and are to be returned when no longer required or on leaving Wetherby High School.

If a student wishes to purchase an item to be reimbursed, written permission (e-mail) must first be given by the Head of Sixth Form or the School Finance Manager, who will confirm the item to be purchased and the amount that may be spent. Reimbursement will ordinarily be direct to a Bank Account.

## **Wetherby High School Terms & Conditions for Bursary Support:**

Students must satisfy the following conditions in order to qualify and to continue to receive bursary support:

- a. Attendance must be a minimum of 95%
- b. Terms of the Sixth Form Contract (Learning Agreement) must not be broken
- c. Compliance with the Wetherby High School Student Bursary Application, Terms & Conditions and Declaration.
- d. Agree that re-usable resources, such as text books, equipment, etc provided through 16-19 Bursary Funding, are to be returned to school in a usable condition, when no longer required or on leaving Wetherby High School.

To ensure compliance with the above terms, Wetherby High School will:

- i. Check all claims for travel against the Students attendance record, if a student's attendance falls below the required level, a travel pass will not be renewed until attendance meets the required level. The students parent/carer must also contact school each day of absence and provide a letter to explain the absence on the first day back at school.
- ii. Claims will be withheld if home learning or assignments are not up to date, until the work is completed.

## **Application Process**

- a. The Student Bursary Application Form (including the Terms & Conditions and Declaration) is available on the school website under Sixth Form/Sixth Form Life or via the Sixth Form Office.
- b. We recommend applications are made at the start of the academic year, due to the limited availability of bursary funding.
- c. Completed Applications & Contracts and the required documentary evidence should be submitted to the Head of Sixth Form. The Head of Sixth Form and the School Finance Manager will review all applications and the Head of Sixth Form will notify the student in writing of the outcome and the financial support that has been approved.

## **Internal Appeals Process**

Students have the right to appeal against a bursary award decision, if they have evidence that the school has made a mistake and that they have behaved in accordance with the terms of the 16-19 Bursary Contract. Appeals should be made to the Head Teacher in the first instance. If a further appeal is to be requested then this will be heard by a Governors' subcommittee of two members including a school governor and a neutral member of staff, whose decision will be final.

## **Prevention of Fraud**

As part of the application process, the student and parent/carer of the student must confirm that all information provided is true and must notify Wetherby High School of any financial change of

circumstance. Any bursary awarded is provided on the basis that certain conditions, as set by school and detailed in the bursary application, will be adhered to.

Parents/carers and students are required to jointly sign applications so that they understand that money/resources may be claimed back and eligibility withdrawn should they knowingly provide information which is discovered to be false.

## **Data Protection**

Wetherby High School is registered with the Information Commissioner's Office (ICO) as a data controller. All information provided by you will be processed and stored securely in accordance with the principles outlined in the GDPR and UK Data Protection legislation. Further information can be found in our privacy statement which has been published on the school website.