



## The Tiffin Girls' School

### SIXTH FORM BURSARY POLICY

REVISED JUNE 2021

#### INTRODUCTION

1. The Education and Skills Funding Agency (ESFA) makes money available to each school to fund discretionary bursaries for Sixth Form Students.
2. Additionally, the ESFA administers and pays individual direct bursaries of up to £1,200 to “vulnerable” students defined as those who are in care, have previously been in care, or if the student themselves is in receipt of income support / universal credit / disability living allowance / personal independence payments.
3. This policy has been written with regard to the [current guidance](#) published by the ESFA.
4. The aim of the bursary funds is to support disadvantaged students with the costs of staying in education after the age of 16, (e.g. textbooks, equipment for practical subjects, educational trips, travel costs to school, university interviews and open days).
5. The bursary funds are not intended to support extra-curricular activities where these are not essential to the students’ study programme, support general household incomes or provide learning support, e.g. counselling or mentoring.
6. Students who may be eligible for either bursary must complete an application form and provide the required evidence to the school.
7. As part of their application, students must sign a declaration stating “I understand and agree that as a recipient of a 16-19 bursary, I will be responsible for maintaining high standards of attendance at school and full commitment to my A-Level courses”.
8. A student awarded a discretionary or vulnerable group bursary in Year 12 will be required to submit a new application form at the start of Year 13, together with the required evidence, so that the school can confirm they remain eligible each year to comply with ESFA requirements.
9. Although the ESFA guidance allows schools to keep up to 5% of their total annual bursary allocation for administration costs, the Governing Board have agreed that The Tiffin Girls’ School will not do so. The entire bursary allocations will be disbursed to Sixth Formers each year.
10. The governor with delegated responsibility for the Sixth Form Bursary Funds will make an annual report to the Governing Board regarding the numbers of students eligible for a bursary and the sums disbursed.

#### DISCRETIONARY BURSARIES

11. The school receives the fund allocation from the ESFA at the start of the academic year and sets their own eligibility criteria.

12. The school has set three levels of bursary support for discretionary bursaries depending on the criteria outlined below; Level 1 recipients will receive the highest sum of support payments and Level 3 the lowest.
13. In determining the eligibility for each level, the school will consider the total household income, travel distance from home to school by public transport, the home local authority's transport policy for students aged 16 to 19 and the number of dependent children in the household.

**Level 1**

14. The total household income for a Level 1 will not be more than £16,500. If this is the case, parents should be in receipt of one of the benefits or credits shown in the table below.

Universal Credit	Employment Support Allowance (ESA)
Job Seekers Allowance (JSA)	Housing or Council Tax Benefit
Income Support	Working Tax Credit
Pension Guarantee Credit	NHS Tax Credit Exemption Card

**Level 2**

15. The total household income for a Level 2 will be between £16,500 and £20,000. If this is the case, parents should be in receipt of one of the benefits or credits shown in the table above.

**Level 3**

16. The total household income for a Level 3 will be between £20,001 and £25,000.

**Supporting Evidence**

17. Students must attach supporting evidence to their application form. This should be in the form of parental bank statements, payslips, and/or documented evidence of any benefit payments as shown in the table above.
18. Students must include on their application form details of the type and likely cost of expenditure they would claim from the bursary fund if their application is successful (see paragraphs 4 and 5 above).

**Application Process and Payments for Discretionary Bursaries**

19. The Director of Sixth Form introduces the bursary to Sixth Formers in an assembly early in September and invites applications. Students who wish to apply gather the relevant supporting evidence and return their application form to the Sixth Form Administrator. Students are given approximately two weeks to complete their applications.
20. All applications are assessed initially by the Director of Sixth Form, who may request further evidence if necessary.
21. The Director of Sixth Form and designated Bursary Governor meet to review each application and approve as appropriate. Both the Director of Sixth Form and designated Bursary Governor sign each approved application.
22. The Director of Sixth Form and designated Bursary Governor set the sums of money to be awarded to each level of bursary, depending on the number of approved applications and the total fund available.
23. The Director of Sixth Form will inform the successful applicants of the sum awarded to them for the year and the school's finance office of the amount allocated to each student.

24. Students should submit receipts to the Sixth Form Administrator who will arrange for Director of Sixth Form approval and forwarding to the finance office for reimbursement. Alternatively, students may submit a request for an item, e.g. a travel pass and, once approved, the finance office will arrange for this item to be purchased and the cost deducted from the student's fund allocation. The finance office will process claims up to the total allocated amount for the academic year authorised by the Director of Sixth Form.
25. Payments will be made direct to each student's bank account by BACS payment within four weeks of submission of receipts to the finance office.
26. Should a student's family financial circumstances change during the course of the year (e.g. parental unemployment), they may submit a late application to the bursary fund. The same assessment, approval and payment processes as set out above are followed.
27. A reserve sum will be retained within the central bursary fund during the course of the year to allow for late applications. If this reserve has not been needed during the year, it is divided in the same ratio as the payments for the three bursary levels among the bursary recipients as a "summer bonus" payment towards the end of the summer term.

### **BURSARIES FOR STUDENTS IN DEFINED VULNERABLE GROUPS**

28. Students who meet the criteria, and who have a financial need, can apply for a bursary for vulnerable groups of up to £1,200. The defined groups reflect that these students are unlikely to be receiving financial assistance from parents or carers, so may need a greater level of support to enable them to continue to participate.
29. Students who meet the criteria are not automatically entitled to a bursary if they do not have financial needs and/or their financial needs are covered from other sources.
30. 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.
31. The Director of Sixth Form and Assistant Head Pastoral Y12-13 will work to identify students who may be in one or more of the defined vulnerable groups by liaising with the Assistant Head Pastoral Y7-11 as well as with the relevant pastoral staff from a student's previous school if applicable and with relevant external agencies.
32. Such students will be encouraged to complete the application form and provide the required evidence of eligibility.
33. All applications are assessed initially by the Director of Sixth Form, who may request further evidence if necessary.
34. The Director of Sixth Form and designated Bursary Governor meet to review each application and approve as appropriate. Both the Director of Sixth Form and designated Bursary Governor sign each approved application.
35. The Director of Sixth Form and designated Bursary Governor set the sum of money to be awarded to each successful applicant, up to £1,200, depending on the financial need.
36. The Director of Sixth Form will inform the successful applicants of the sum awarded to them for the year and the school's finance office of the amount to draw down from the ESFA's Student Bursary Support Service.

- 37.** Decisions on how a vulnerable group bursary will be disbursed will be taken on a case by case basis, depending on the circumstances and preferences of the student.
- 38.** This could include the School making a fortnightly or monthly BACS payment to the student's current account, the student submitting receipts or requesting payment in kind for items such as a travel pass, the School holding back a sum for payment of a trip, or a combination of these. The finance office will process claims and/or make regular BACS payments up to the total allocated amount for the academic year.