



**The Tiffin Girls' School**  
**SIXTH FORM BURSARY POLICY**  
**REVISED JULY 2020**

### **Introduction**

1. The Education and Skills Funding Agency (ESFA) makes money available to each school to fund discretionary bursaries for Sixth Form Students.
2. The aim of the scheme 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). The school receives the fund allocation at the start of the academic year and sets their own eligibility criteria.
3. The bursary fund is 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.
4. The ESFA administers and pays individual direct bursaries of £1200 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.
5. This policy relates to discretionary bursaries only and has been written with regard to the current guidance published by the ESFA.
6. A student awarded a discretionary bursary in Y12 will be required to submit a new application form at the start of Y13, together with the required evidence, so that the school can confirm they remain eligible each year.

### **Discretionary Bursary Levels**

7. The school has set three levels of bursary support depending on the criteria outlined below; Level 1 recipients will receive the highest sum of support payments and Level 3 the lowest.
8. 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**

9. The total household income for a Level 1 Discretionary Bursary 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**

10. The total household income for a Level 2 Discretionary Bursary 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**

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

## **Supporting Evidence**

12. 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.
13. 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 paragraph 2 above).

## **Application Process and Payments**

14. 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.
15. All applications are assessed initially by the Director of Sixth Form, who may request further evidence if necessary.
16. 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.
17. 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.
18. 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.
19. 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.
20. 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.
21. 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 in paragraphs 15-20 above are followed.
22. 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.
23. Although the ESFA guidance allows schools to keep up to 5% of their total annual bursary allocation for administration costs, the governors have agreed that Tiffin Girls' School will not do so. The entire annual bursary allocation will be disbursed to Sixth Formers each year.

### **Student Declaration**

- 24.** 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.”

### **Annual Report**

- 25.** The governor with delegated responsibility for the Sixth Form Bursary Fund will make an annual report to the Governing Board regarding the numbers of students eligible for a discretionary bursary and the sums disbursed.

### **Review**

- 26.** This policy will be reviewed annually by the Governing Board.