



16 to 19 Bursary Policy

Introduction

The Bursary Fund replaces the old EMA and has been allocated directly, by the Government, to individual Schools to administer. This funding, however, does not replicate the EMA and the amount of money available for distribution is much less. Therefore, we are committed to distributing Bursaries to those students with the greatest need.

Oakwood Park Grammar School adheres to the recommendations made by the EFA when setting the eligibility criteria for discretionary bursaries. Awards will be made on household incomes at the time of application. The funding will be targeted to young people who are facing a financial barrier to participation in full time education and can be used to fund transport to school, trips, books, uniform, equipment and school provided meals. Evidence of these costs will be necessary to apply for the funding.

Schools are no longer expected to fund vulnerable students. They are to be reported to the Learner Support Service (LSS) who will then release funds. Young people in care, care leavers, in receipt of income support and disabled young people who are also in receipt of Disability Living Allowance are currently eligible to receive £1,200 per annum. Written evidence of such status must be provided to confirm eligibility. The School will, on receipt of the necessary evidence, complete a vulnerable bursary claim form.

Who is Eligible?

Students will be eligible so long as they adhere to the “contract” with the school regarding attendance and satisfactory levels of behaviour commensurate with the expectations of OPGS. They must be aged 16 and under 19 on the 31st August in the academic year in which they start their programme of study. If they turn 19 during the academic year they will continue to be eligible until their programme of study ends or the end of the academic year, whichever is the sooner.

1. The Application Process:

Application forms can be found on the school website or a hard copy of the application form can also be obtained from the School Finance Office or your Director of Study.

2. Deadline for Applications for the 2019 – 20 Academic Year

The deadline for receipt of applications is the Friday 14 September 2019. However, should your circumstances change during the academic year, please see Ms Hern.

3. Decision Making Process

The applications will be assessed by a Panel of four and bursaries will be awarded on the greatest need. Applicants will be informed, in writing, of the Panel’s decision by the end of the following week. Should your application be successful you will be expected to sign an Attendance, Punctuality and Behaviour Agreement with the School.

4. Payment and Conditions of Bursary

Payments will be made at the beginning of each new term, except for Term 1 when bursaries will be paid once the applications have been processed. At the end of each term a review will be made of attendance, punctuality and behaviour by the relevant Director of Study, and adjustments may be made to your next allocation. You will be informed of this in writing.

5. Appeals/Complaints Procedure

You have the right to appeal and/or complain to the Headmaster if you feel that your case has not been given fair consideration. This must be in writing. The final decision rests with the Headmaster and will be made within 14 days of the appeal.

Category 1 – Vulnerable Students

The Government has identified that the students most in need will fit into the groups identified below and these students may be eligible for a Bursary of £1200 per year.

- Students in care
- Care Givers
- Students on Income Support
- Disabled students who receive employment support allowance and disability living allowance

Parents/students will need to prove entitlement. This will be in the form of appropriate supporting documentation from the relevant Government Departments.

Students must also satisfy the residency criteria found in the EFA Funding Guidance.

If your personal circumstances change during the year you **MUST** notify the school immediately.

Category 2 – Discretionary Payments

Those students who do not meet the criteria for category 1 above may fit the criteria for category 2. This may entitle them to a small bursary. This amount will be dependent on the number of applications for assistance and the total bursary fund provided by the Government to the School. To be able to make application for this funding students will have to prove that they meet some or all of the following criteria in the form of appropriate supporting documentation.

- The household income is less than £20,817 per annum
- That their parent(s)/carer(s) are on income support or other means tested benefits
- That they fulfil UK residency conditions
- That they were eligible for free school meals in year 11.

If your personal circumstances change during the year you **MUST** notify the school immediately.

Discretionary bursaries are to support students who are facing a financial barrier to participation in full time education and can be used to fund transport to school, trips, books, uniform, equipment and school provided meals.

Category 3

From time to time students might be faced with identifiable financial difficulties but they do not fit into category 1 or 2; these students may be eligible for some limited financial assistance. This can be for:

- Transport costs
- Books and equipment

- Educational trips
- A free school meal

Applications should be made in writing to Mrs Bryant and will be treated in the strictest confidence.

Bursary Award and Payment

OPGS retains 5% of the funding for administration purposes before any payments are made. The school retains the right to return this amount to the fund if additional student payments are required.

OPGS will retain a small sum for any students who have a change in circumstance during the year. If this is unspent by the Summer Term it will be returned to the fund.

As required by the EFA all claims documentation will be retained for audit purposes and access will be restricted to the Finance Manager, Sixth Form Team and the Headmaster due to the confidential nature.

This policy statement will be monitored and reviewed by the Finance Committee of the Governing Body of Oakwood Park Grammar School each year.

Signed

Chair of Finance Committee