

WANSTEAD HIGH SCHOOL

16-19 Bursary Fund Policy



16-19 BURSARY SCHEME

Introduction

This booklet provides you with important information about the **16-19 BURSARY FUND** offered at Wanstead High School, including how to apply for it. This has been prepared for your benefit, so please read it very carefully. It will help you to learn more about the Bursary Fund and what action you need to take if you feel that you are eligible. This scheme is offered in addition to FSM entitlement which pupils will already receive.

The Bursary scheme we offer is split into two parts; **the BURSARY FOR DEFINED GROUPS** and **the DISCRETIONARY BURSARY**. Additional information can be accessed at <https://www.gov.uk/1619-bursary-fund>

The amount that the school received this financial/academic year is £9100.

What is the 16-19 Bursary Fund?

The 16-19 Bursary Fund is a scheme to help young people facing financial hardship to participate fully in their full-time curriculum. The scheme is made up of two parts:-

BURSARY FOR DEFINED GROUPS:

- The most in need will be eligible for a Bursary of up to approximately £1,200 a year. This group includes those in care, care leavers, pupils directly receiving Income Support or Universal Credit (UC) or those receiving Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance or UC in their own right. Other pupils with exceptional circumstances can apply for this bursary, but we would advise applicants for the bursary below.

OR

DISCRETIONARY BURSARY:

- Other pupils who need financial support to help them stay in education may be able to apply for a Bursary to help with the costs of transport, food, equipment or other course-related costs. This payment may be a regular payment or a one-off, or the school may order the items for you to benefit from economies of scale.

As a general guideline, pupils who have been eligible for free school meals (FSM) at any point in the last 6 years should apply for the Discretionary Bursary.

When does the scheme start?

The scheme will start each September. The money will be distributed by WHS during the current academic year and will be paid by cheque/directly into pupil's bank accounts, monthly in arrears.

What do I need to do?

For the Defined Groups Bursary, please complete the application form (Appendix 1) located on our website and hand in to the Sixth Form Administrator. If you were a Year 11 pupil at WHS, we will be aware of your eligibility for

FSM. If you are new to the Sixth Form, we will require evidence of your eligibility. If you are in care or a care leaver, the Local Authority will need to provide a letter to WHS confirming this.

For the Discretionary Bursary, please complete the application form (Appendix 3) located on our website and hand in to the Sixth Form Administrator. If you were a Year 11 pupil at WHS, we will be aware of your eligibility for FSM.

How much will I receive?

WHS is allocated a limited amount of money each financial year, (dependent on FSM numbers), to distribute to pupils; priority is given to young people in care, care leavers, young people receiving income support and disabled young people, these pupils will be eligible for the **BURSARY FOR DEFINED GROUPS**. The fund is not unlimited and there is no guarantee that our available fund will be able to purchase everything pupils desire and so all requests for financial support during the school year should be reasonable given these constraints. We aim to pay £15pw if we agree a regular payment, but there is no guarantee that it will not be reduced during the school year.

Conditions for receipt of the Bursary

Pupils will be required to meet conditions of attendance, behaviour and standard of work to receive the bursary. Late or unauthorised absences are not accepted. Late marks are applicable for both AM registration and lessons. If you have unauthorised absence or later marks then you will not receive payment (unless there are exceptional circumstances).

Can I appeal?

Pupils can appeal if they believe they have been treated unfairly. Please see Appendix 5- Bursary Appeal Form.

What do I need to do to apply for the Bursary?

- If you are eligible for the **BURSARY FOR DEFINED GROUPS**, please complete the application form and provide evidence confirming your status to the Sixth Form Administrator.
- If you are eligible for the **DISCRETIONARY BURSARY**, please complete the application form. If you were an internal pupil from our 11-16 provision, you will be on our school database as eligible for free school meals (FSM) which we will cross check.

Please note: The priority pupils are guaranteed payments first. These are the pupils who qualify for the **BURSARY FOR DEFINED GROUPS** category and are deemed the most disadvantaged. The balance of the grant we receive will then be used to provide support amongst the **DISCRETIONARY BURSARY** applicants. Once you have been accepted for the Defined Groups Bursary Fund, please ensure you open a bank account to enable you to pay your cheques in/the school to make payments directly into your bank account, we aim for this to be £15pw if we agree a regular payment. Please note, depending on numbers who qualify from the start of the new academic year, we may need to reduce this weekly amount.

What happens next?

The Sixth Form Administrator will ask you to complete a school 16-19 Bursary Contract (see Appendix 3) which informs you of the standards that are required in order to receive the Defined groups Bursary. It is important that you read and understand this.

The Sixth Form Administrator will check weekly that you have achieved 100% attendance, received no late marks, no behaviour referrals, and will refer to this before authorising a monthly payment, to check all the criteria has

been adhered to. Payment may be made for all of the weeks in the monthly cycle or some of the weeks only, depending on whether all criteria has been adhered to for the whole monthly period, such as achieving 100% attendance.

Queries about the application process

If you have any questions concerning the completion of the application form, you should talk to the Sixth Form Administrator in the first instance.

The role of the school and changes during the school year

As mentioned above, WHS will endeavour to distribute the BURSARY FOR DEFINED GROUPS as those pupils most in need of financial support first, as they are a priority group. The remainder of the fund will then be divided amongst those pupils receiving free school meals (FSM). Please note that the Bursary Fund is finite and if the number of pupils eligible increases, we reserve the option of reducing the individual amounts payable during the school year per pupil. WHS will administer the 16-19 Bursary Fund with consistency, fairness, sensitivity and discretion to ensure good practice.

Support for pupils outside of Bursary eligibility criteria as a one-off payment

If pupils are in need of financial support but do not meet the threshold to qualify for the bursary criteria above, they should still inform the school to see if there are other methods of support that can be put in place. The initial step would be to speak to the relevant Head of Year or Assistant Headteacher & Head of Sixth Form. This will be reviewed on a case-by-case basis and the school will reserve the right to use their discretion and use the Bursary Fund to give financial support as a one-off payment to support a young person with their education.

Appeals

If you have a query about bursary decisions, please contact the Sixth Form Administrator in the first instance.

If you are still not happy with the decision that has been taken, then you have a right of appeal. You will be asked to complete an Appeal Form, which you can obtain from the Sixth Form Administrator (see Appendix 5).

You will need to give the full reason(s) for your appeal and to provide any documentation that you feel is appropriate for consideration in the matter.

When will the payments be made?

Payments will be paid monthly in arrears for the Bursary for Defined groups. We aim to pay this the first week of every month during term time. This will be paid directly into your bank account/by cheque. If payments are stopped for any reason, the Sixth Form Administrator will notify you via your school email address on the Monday after the week where some of the criteria has not been met which has resulted in payment being stopped. It is your responsibility to check this email regularly and reply to it, if marks have been changed.

NOTE: Payments may be backdated to a maximum of 6 weeks only, under exceptional circumstances and on a case-by-case basis.

Conditions of the scheme

Pupils must 'earn' their Bursary payment. The contractual agreement you are entering into sets out what is expected of you in terms of attendance, punctuality, behaviour and standard of work. Payment of the monthly Bursary will be based on your attendance at every single lesson including AM registration. You must attend all your

timetabled lessons each week in order to qualify for the Bursary payment for each week. Late marks are not accepted unless exceptional circumstances (this includes AM registration) and you will not receive your Bursary for that week should you be marked late for registration/lesson, so please make sure that you are not late. If for any reason you do not attend a lesson, please notify the Sixth Form Administrator. Valid reasons for authorised absence are listed below. You will need to have submitted relevant paperwork to the Sixth Form Administrator IN ADVANCE to support this absence.

Queries

Where there are queries in respect of your attendance, you will need to contact the teacher that was responsible for taking the register for that period. It will be your responsibility to let the Sixth Form Administrator know once a query has been resolved. Your payment will then be processed or if necessary, you will be informed, via e-mail, of the reasons why your Bursary will not be paid. Please note that this takes time and will delay payment. (See Appendix 4 for an example of a 'Notification of 16-19 Bursary Stoppage' email).

In the event that the only reason for non-payment is that a teacher has not completed the electronic register (-), the Sixth Form Administrator will also contact the teacher directly in order to try to rectify the situation, but you must also; Bursary cannot be paid if (-) shows on your attendance.

Absence

Payments for missed lessons may only be made if absence has been authorised and the Sixth Form Administrator has been advised in ADVANCE. The following are acceptable reasons for absence:

- Study Visits
- Study Leave
- Hospital/medical appointments (appointment cards will be required as evidence). It is not anticipated that the absence would be for the entire day.
- Religious Holidays
- Open Days and interviews at University/College
- Work Experience Placements
- Driving Test
- Illness that is not a regular pattern of absence. A note from your parent/carer is required and this will be reviewed by the Assistant Headteacher & Head of Sixth Form. A maximum 2 days absence in any one week may still be paid, if illness is not a regular pattern of absence (only if approved)

The following are **not** acceptable reasons to be absent and therefore payment will not normally be paid for absence due to the following reasons:-

- Family Holidays During Term Time
- Employment which is not part of your studies
- Driving Lessons

Appeals' Procedures

If the school decides to stop any part of your payment, the reasons why will be explained to you, in writing, via e-mail by the school, (e.g. "you missed lessons on Tuesday afternoon" or "you were marked late Friday morning"). If you have a query about the decision, please contact the Sixth Form Administrator in the first instance.

If you are still not happy with the decision that has been taken, then you have a right of appeal. You will be asked to complete an Appeal Form, which you can obtain from the Sixth Form Administrator (See Appendix 5). You will need to give the full reason(s) for your appeal and to provide any documentation that you feel is appropriate for consideration in the matter.

Please note: The school has nothing to gain by a pupil pupil not being paid. We are the administration body only and have to follow set guidelines. The Sixth Form Administrator has to be able to justify each and every payment. We are audited with regard to best practice and as such we have to be seen to be fair and consistent. At all times our aim is to be fair and equitable to all pupils.

More Information

Details of the 16-19 Bursary Fund as mentioned under the introduction page may be found at:-

<https://www.gov.uk/1619-bursary-fund>

Appendix 1:

Wanstead High School
Defined Groups
16-19 Bursary Application Form

I would like to be considered for support from the **Defined Groups** 16-19 Bursary Fund.

Please tick as appropriate	I am applying on the following basis
	I am currently in care or I am a care leaver
	I am a young person receiving income support
	I am a young person receiving both Employment Support Allowance and Disability Living Allowance
	My parents receive Working Tax Credits but whose annual household income does not exceed £15,860
	I am currently in receipt of Free School Meals and would like to be considered for assistance from the Defined groups bursary instead of the Discretionary 16-19 Bursary Fund (you will need to attach an outline why you feel you have a case to be considered).

Please attach any relevant documentation which confirms your status. Please submit to the Sixth Form Administrator. We can confirm FSM status from our internal systems.

Pupil Signature:..... Date:.....

Pupil Print Name:.....

Sixth Form Administrator's Signature:..... Date:.....

Appendix 2:

Wanstead High School
Discretionary
 16-19 Bursary Application Form

I would like to be considered for support from the **Discretionary** 16-19 Bursary Fund.

Please tick as appropriate	I am applying on the following basis
<input type="checkbox"/>	I am currently in receipt of Free School Meals and would like to be considered for assistance from the Discretionary 16-19 Bursary Fund to support me in participating fully with my education and curriculum.
<input type="checkbox"/>	Although I do not qualify for FSM, I would like support with purchasing specific academic one-off items.

Please attach any relevant documentation which confirms your status. Please submit to the Sixth Form Administrator. We can confirm FSM status from our internal systems.

If you would like support with purchasing specific academic one-off items, please outline below the items that you wish to purchase along with the estimated cost:

Area of support or Item(s) to purchase	Estimated cost	Office use only: Approve/Refuse

Where items are approved, in some circumstances we will require proof of purchase/receipts for our records.

Pupil Signature:..... Date:.....

Pupil Print Name:.....

Sixth Form Administrator's Signature:..... Date:.....

Appendix 3:

Wanstead High School 16-19 Defined groups Bursary Contract

Your 16-19 Defined groups Bursary is paid to you on condition that you achieve full attendance and meet the standards of behaviour and effort agreed at the start of your studies here at Wanstead High School.

The following explains what is expected from you and what you can expect from us:

- You are expected to:

- Attend all lessons as detailed on your timetable this includes AM registration
- Ensure that you are punctual to all your lessons, payment will be stopped for all late marks (including AM registration) and unauthorised absences unless exceptional circumstances
 - Get permission in advance for any time that you must take off, so your mark will be for an authorised absence
 - Follow the Wanstead High School absence procedures
- Ensure that your behaviour and effort meet the required standards
- Ensure that you check your school e-mail regularly as this is how 'notices of stoppage of payments' will be communicated to you.
- Open up a bank account as payments will be made to you, the pupil, monthly directly into your bank account/ by cheque.

Wanstead High School is expected to:

- Pay directly into your bank account/Issue cheque payments to you monthly in arrears – payments will be based on 100% attendance - Keep records of your attendance
- Monitor your attendance and any absence - Monitor your behaviour and your effort
- Let you know within a reasonable time if your payment has been stopped and the reason that it has been stopped – communication will be by e-mail to your school email address 48 hours before payments raised
 - any disputes should be addressed within these 48 hours
- Respond to your queries/problems in respect of the payment decision

Getting permission for an absence (i.e. authorised absence):

It is understood that there is very occasionally a reason why you may need to apply for permission to be absent. It is up to Wanstead High School to agree this planned absence. If we agree in advance of the absence, then your 16-19 payment will not be affected. The following list shows examples where permission may be granted on a limited basis:

- Study Leave
- Study visits - Hospital/medical appointments (appointment cards will be required as evidence). It is not anticipated that the absence would be for the entire day.
- Religious holidays
 - Open days and interviews at University/College
- Work experience Placements
- Driving Test
- Illness (a note from your parent/carer will be required and this will need to be authorised by the Assistant Headteacher & Head of Sixth form, (maximum 2 days absent in any one week will be paid, only if approved).

Other kinds of absence (unauthorised absence):

16-19 Bursary payments are given on condition of 100% attendance. If you are absent without permission/marked late to a lesson, have not given prior notice when applicable, then you will not receive your payment from the Defined groups Bursary Fund unless in exceptional circumstances.

The following examples are NOT acceptable reasons to be absent and therefore payment will not normally be paid for absence due to the following reasons:

- Family holidays during term time
- Employment which is not part of your studies
- Driving lessons Where an absence genuinely could not be foreseen in advance, you should make arrangements to tell Wanstead High School as soon as possible on the day in question. Where you fail to do this, the absence will be treated as unauthorised and therefore no payment will be paid for that week.

If you receive a late mark for AM registration and/or lessons:

You will not be paid for that week unless in exceptional circumstances.

If your behaviour is deemed to be unacceptable:

If your behaviour is deemed to be unacceptable, your bursary payment will be withheld with immediate effect.

If your effort is deemed unacceptable:

You will not receive a 16-19 Bursary payment if your effort is deemed unacceptable.

If any attempt is made to obtain the 16-19 Bursary fraudulently, payment will be suspended for an appropriate time and the Assistant Headteacher & Head of Sixth Form will be notified.

If you are excluded:

You will not be eligible for 16-19 Bursary payments if you have been excluded.

If you wish to appeal:

Any query about a payment decision, must initially be addressed to the Sixth Form Administrator. To appeal against a payment decision, contact the Sixth Form Administrator for an appeals form.

Pupil signature: Date:

Pupil Print Name:

Sixth Form Administrator signature:Date:.....

Appendix 4: - Example of notification of stoppage email

31st October 2022

Dear

We have been unable to pay all or part of your bursary for the period covering the last two weeks due to the fact that you were marked late or absent from one or more of your lessons during this period.

The details of the absence/s are shown below:

Fri 15/02/19 p3 (L)

Tue 12/02/19 p2 (N)

Thu 14/02/13 p1 (N)

Thu 28/02/13 p3 (-).

Thu 28/02/13 p3 (-) is the only attendance mark that can be altered regards to payments. You will need to contact your class teacher to confirm your attendance by requesting a change for your mark on the electronic register (SIMS) for each missing period, shown as (-). We have also done this on your behalf. You must then email Ms Fullerton @ s.fullerton@wansteadhigh.co.uk to advise a change has been made to the register, so that our records can be adjusted.

Please note, (L) or (N) will not be paid. (L) marks are applicable to both AM registration and/or lessons.

Where the absence was authorised, for example, a medical appointment or university open day, you will need to have provided evidence to the Sixth Form Administrator advising of the absence in advance so the register can be marked as 'authorised absence'. Once I have received confirmation that you have attended every lesson, or proof that any absences were authorised, I will then be able to authorise your bursary payment. Where appropriate I will also discuss the Assistant Headteacher & Head of Sixth Form.

Yours sincerely

Ms S Fullerton
Sixth Form Administrator

Appendix 5: (sample)

Wanstead High School 16-19 Bursary Payment Appeal Form

Name:.....

Form:

Date:

I wish to appeal the decision to stop my 16-19 Bursary payment for the week(s)beginning:

Date: Monday.....

Or

I wish to appeal the decision to refuse the financial support to purchase specific academic one-off items.

My appeal is based on the following facts:

I enclose the attached evidence:

I wish to meet with the Headteacher to personally present my case: YES/NO

Pupil Signature: Date:

Your appeal will be considered by the Headteacher and a decision made within 14 days of your application or 7 days of your meeting with the Headteacher.

OUTCOME OF APPEAL

Original decision upheld: YES/NO

Reason:

Name:

Signature:.....Date: