



The Swayne Park Sixth Form 16-19 Bursary Policy

The Swayne Park School is committed to using the ESFA-awarded Bursary Fund to support students facing financial hardship in continuing their post-16 education.

- 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.
- 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.
- This policy relates predominantly to discretionary bursaries, and has been written with regard to the current guidance published by the ESFA.
- A student awarded a discretionary 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.

Sixth Form students may be eligible to apply for one of two different types of bursaries.

1. Vulnerable Bursary

Students may apply for a Vulnerable Bursary worth up to £1,200 per year, depending on their financial circumstances. It is available to those

- in or who have recently left local authority care
- on Income Support or Universal Credit in their own right
- on Employment and Support Allowance (ESA), and either Disability Living Allowance (DLA) or Personal Independence Payment (PIP) in their own right

2. Discretionary bursary

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 will receive the lowest.

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

The total household income for a Level 1 Discretionary Bursary will not be more than £18,000. If this is the

case, parents should be in receipt of one of the benefits or credits shown as listed below:

- Universal Credit
- Jobseekers' allowance (JSA)
- Income support
- Pension Guarantee Credit
- Employment Support Allowance (ESA)
- Housing or Council Tax Benefit
- Working Tax Credit
- NHS Tax Credit Exemption Card

Students will be entitled to up to £500 per year.

Level 2

The total household income for a Level 2 Discretionary Bursary will be between £18,000 and £21,500. If this is

the case, parents should be in receipt of one of the benefits or credits as listed above. Students will be entitled to up to £375 per year.

Level 3

The total household income for a Level 3 Discretionary Bursary will be between £21,500 and £25,000. Students will be entitled to up to £250 per year.

Applications

Students can collect an application form from Mrs Abel in the Sixth Form Office. All applications will be reviewed by Ms Banks, Head of Sixth Form. Final decisions rest with Dr Robertson, Assistant Headteacher, and Mrs Dines, Headteacher.

Providing evidence

Applicants will be required to provide original copies of Local Authority letters and/or a Working Tax Credit annual statement letter from HMRC which clearly indicates household income.

Payment of funds

Payments will be made on a termly basis via BACS transfer, unless specific arrangements have been for a one-off payment with the authorisation of the Headteacher. Funds can only be transferred into a bank account in the name of the student.

Terms and conditions

Students in receipt of any additional funding are required to maintain exemplary levels of attendance, punctuality and conduct.

Appeals

Students whose applications are rejected, or whose funding is withdrawn if they do not meet the conditions of the agreement, have the right to appeal in writing to the Governing Body.

Dr Robertson
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