

# Lancaster Girls' Grammar School



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## 1. Introduction

1.1 The 16-19 Bursary Fund is a nationally funded scheme, aimed at helping young people facing financial hardship to stay in full time education.

1.2 Lancaster Girls' Grammar School will receive an annual Bursary Fund allocation to cover the 2020/21 Academic Year. For eligible students the fund can help towards the cost of essential course-related costs such as travel to school, equipment, books, essential trips and attending university/job interviews. It applies to expenses during the current academic year. Year 12 and year 13 students, who think they may be eligible, should apply for the fund at the start of each academic year.

## 2. Vulnerable Bursary Fund Awards

2.1 The scheme permits bursary payments to certain groups of students deemed most in need of financial support. Up to £1,200 per annum, paid in instalments, could be paid if at least one of the following applies:

- The student is in or has recently left local authority care
- The student receives Income Support or Universal Credit and is financially supporting herself
- The student receives Disability Living Allowance (DLA) in her own name and either Employment and Support Allowance (ESA) or Universal Credit
- The student receives Personal Independence Payment (PIP) in her own name and either ESA or Universal Credit

Students who have expenses and study full-time on a course of at least 30 weeks may get up to £1,200.

Students will usually get less than the full amount, or no bursary, if one of the following applies:

- the course is shorter than 30 weeks
- the student is studying part time
- the student has few expenses

**NB: Students receiving the a Vulnerable Bursary Award will not be eligible to apply for the additional discretionary bursaries.**

### 3. Discretionary Bursary Fund Awards

3.1 The School will also make discretionary Bursary awards to other students most in need of financial assistance to enable them to remain in full time education. Receipt of a Bursary will be conditional on the student meeting agreed targets set by the school as outlined in the sixth form contract.

3.2 In allocating the discretionary bursaries, priority will be given to students in receipt of Free School Meals. These students will be eligible to receive a Bursary award of up to £800 for 2020/21.

3.3 In the event of funding remaining within the school's Bursary Fund allocation once all other awards have been made, awards of up to £600 will be made to students of families in receipt of tax credits with an additional household income of up to £20,817. This priority will be reviewed in November and if there is still funding available, the eligibility criteria will be changed to £25,521 and students will be invited to apply for the awards.

3.4 The exact amount of bursary payable is subject to change in response to the number of applicants and will reflect need. Evidence will be required before bursary payments can be made (eg. receipts).

3.5 Support may be awarded in kind (eg. school meals card, revision guides or equipment purchased on a student's behalf)

### 4. Application Process

4.1 If you wish to apply for support from the 16-19 Bursary Fund you should:

- check that you meet the financial eligibility criteria detailed above and complete the application form, answering all questions in full to avoid delay when processing your application
- attach the required evidence as indicated on the form and indicate if these are originals that you require returning to you
- Complete and submit your application to the Finance Office by no later than Monday 14<sup>th</sup> September 2020

4.2 The school will endeavour to assess all applications received at the earliest opportunity with students eligible for the vulnerable bursary award and those eligible under the free school meal category being notified of the outcome by the end of September. Verifying the eligibility of all applicants is an integral feature of the assessment process. It is likely to take slightly longer for other applicants as proof of eligibility will be required. The type of evidence required in order to verify household income and receipt of Tax Credits will include Tax Credit Award Notices, P60s / evidence of self-employed income.

### 5. Bursary Award Payments

The 16-19 Bursary Fund panel will assess your application. If it is approved, they will arrange for the payment to be processed by the school Finance Team. Payments will be made directly to your bank account. Instalments will be paid on a termly basis as follows:

Instalment	Payable
1	23 <sup>rd</sup> October 2020
2	19 <sup>th</sup> February 2021
3	28 <sup>th</sup> May 2021

The LGGS 16-19 Bursary Fund panel will comprise of: the Heads of Sixth Form and School Business Manager. Any student who leaves LGGS before the end of the examination year will be required to repay any unspent bursary and /or return any equipment, stationery, books, etc, which can be made available for future use. You should keep receipts for purchases you make using the Bursary Fund and forward them to the Finance Office without delay.

Any change of financial circumstances must be notified immediately and payment of funds may be reviewed in light of this.

### 6. Appeals

Students have the right to appeal against any decision made. Appeals should be made in writing to the Headteacher with full details and any additional evidence. Final decisions for appeals will be made by a panel consisting of Governors.