

LGGS 16-19 BURSARY FUND AWARD POLICY FOR 2018/19

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 The new scheme became operational from September 2011. Lancaster Girls' Grammar will receive an annual Bursary Fund allocation to cover the 2018/19 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 guarantees bursary payments of £1,200 for 2018/19 to certain groups of students deemed most in need of financial support. £1,200 per annum paid in instalments will be paid to the following eligible students:

- Young people who are 16-18 years, living independently and claiming Income Support
- Students who are disabled and in receipt of both Employment Support Allowance and Disability Living Allowance
- Young people who are looked after by the Local Authority
- Young people who are Care Leavers
- Young people who are 16-18 years, a parent and receiving Income Support
- Young people who are 16-18 years and receive Income Support for any reason

NB: Students receiving the guaranteed Bursary of £1200 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 2018/19.

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 £500 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.

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
- Eligible students will need to complete and submit their application to the Finance Office by **no later Friday 14th September 2018**.

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 rd October 2018
2	19 th February 2019
3	29 th May 2019

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 of purchases you make using the Bursary Fund.

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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. Their decision will be final.