



16 to 19 Bursary Policy

Introduction

From September 2011, students in Year 12, who are in need of some financial support, can apply to the School's 16 to 19 Bursary Fund. Year 13 will continue to receive a reduced EMA fund for the duration of their A2 courses. 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.

1. The Application Process:

Application forms can be found below, but a hard copy of the application form can also be obtained from the School Finance Office or your Director of Study.

[16-19 Bursary Application Form 2022](#)

2. Deadline for Applications for the 2022-23 Academic Year

The deadline for receipt of applications is the 23rd of November. However, should your circumstances change during the academic year, please see Ms Herne.

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.

Category 1

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 YPLA Funding Guidance.

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

Category 2

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.

- That their parent(s)/carer(s) are on income support or other means tested benefits
- That they fulfil UK residency conditions
- That the total family income is less than £20817 for the last financial tax year
- 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.

Transitional Funding – If you are a student in care, a care giver, on income support or receiving both employment support allowance and disability living allowance, **your weekly EMA payments will be replaced with a bursary of £1200 per year from September 2011.** This will come directly from the School.

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

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 Governors