



Queen Elizabeth's High School

16-19 Bursary Fund

The 16-19 Bursary Fund was put in place in the summer of 2011 to support learners in place of Educational Maintenance Allowance (EMA) payments. The school receives an allocation in three parts each year (split in the ratio 50:25:25) in September, December and March which it will, in turn, pay in October/November (see below), January and April of each academic year to eligible students. It will support learners in two distinct and identifiable groups;

Guaranteed Bursary Cohort

- Young people in care
- Care leavers
- Young people personally in receipt of income support
- Disabled young people in receipt of Employment Support Allowance who are also in receipt of Disability Living Allowance

Shared Residual Allocations

- Student Tier A – Students who have successfully claimed Free School Meals for Year 11 and continue to still be eligible. Evidence: Local Authority Letter/School Transition Data
- Student Tier B – Students whose household income is less than £21,230
Evidence: Working Tax Credit annual statement letter from HMRC
- Student Tier C – Students whose household income is less than £26,030
Evidence: Working Tax Credit annual statement letter from HMRC

Allocation Methodology

Students will be required to apply using the application form provided by **Friday 29th September 2017**. Shortly afterwards, a panel consisting of the Bursar and a member of the Sixth Form leadership team will meet to consider the applications and allocate the funding in the following way; Each student eligible for a guaranteed payment will automatically receive £1200 per year. The remaining funding provided to QEHS will be split in the ratio 9:1, with the smaller part reserved as a contingency. The larger part will then be split amongst the remaining group in the ratio 4:2:1 for students in tiers A, B and C respectively. The school will only reserve its (up to) 5% permitted administration fee if the contingency remains at the year end and if it is in a position to do so. If an administration fee is retained by the school, any remaining contingency will then be distributed equally at the end of the academic year between the Year 12 students still on roll.

Students in any of the eligible groups will be permitted an advance of £100 from their allocation in the first week of September assuming they can provide evidence as described above. This figure will, of course, be taken from the overall allocation that they are to be awarded. In these circumstances, the Sixth Form team will make an interim judgement as to the validity of the evidence provided. Students later found to not be eligible will be required to re-pay the advance.

Payments will be made in October/November (50% of your allocation), in January and in April (both 25% of overall allocation), however this is subject to receipt of the funding from the relevant authorities.

Payments will be made directly into a nominated bank account and if students do not hold a personal bank account a parent/carer bank account will need to be nominated.

The school will endeavour to make interim arrangements where it can in the event that payment is not prompt but this cannot be guaranteed.

Eligibility Notes

The overall fund is limited and students who require it must have appropriate access to it. Therefore, the school must impose some conditions;

- Any change in circumstance must be reported immediately to the school. If the change does require further funding, appropriate evidence is required (suitable adjustments to the above evidence requirements will be made mid-year). Payments under these circumstances will be limited by the size of the contingency and by the ability of the school to gain additional funding from the EFA (Education Funding Agency)
- Students must maintain a 95% attendance rate (and punctuality must be exemplary) and if the attendance rate falls below the required level the subsequent payment may not be paid.
- Grade cards must exhibit no inadequate effort at all
- Students must be registered on a full time, full attendance course at the school.
- The school reserves the right to ask for additional evidence where the evidence supplied lacks the clarity needed, especially with regard to time frames. Please ensure that any evidence is as current as possible.
- Appeals may be made, in writing, to the Head of Sixth Form. They must include further/new evidence or clarification of previously provided evidence with reasons for the appeal. Appeals must be made within one week of the decision being given to the student.

Application for a 16-19 Bursary for Queen Elizabeth’s High School

The 16 – 19 Bursary Funds are paid to QEHS by the Education Funding Agency (EFA) to support students whose access to or completion of education may be inhibited by financial consideration. If you wish to apply for the fund, please ensure that you have thoroughly read the attached notes, complete the form below and return to the Sixth Form Manager by **Friday 29th September 2017 at 15.35.**

Note: Late forms may not be eligible for consideration of the full payment and may only allow access to the far smaller contingency fund.

Student Name		Form:	Date of Birth:
Address:			
			Postcode:
Bank Details	Account Name:		
Bank:	Sort Code:	Account No:	

Please complete Part 1 or Part 2, depending upon your circumstances.

Part 1: Guaranteed Bursary

To be completed if you are in one of the following groups. You will be entitled to £1200 subject to satisfactory evidence being supplied. Please attach to your application any evidence that substantiates your status in any of these areas. (please tick whichever is appropriate)

Young person in care	
Care leaver	
Young person <u>personally</u> in receipt of income support	
Disabled young person in receipt of Employment Support Allowance who is also in receipt of Disability Living Allowance	

Part 2: Residual Allocations

A bursary for trips, books and other equipment is also available to students in the following three groups. (please tick whichever is appropriate)

Tier A – Students who have successfully claimed Free School Meals for Year 11 and continue to still be eligible. Evidence: Local Authority Letter/School Transition Data	
Tier B – Students whose household income is less than £21,230 Evidence: Working Tax Credit annual statement letter from HMRC	
Tier C – Students whose household income is less than £26,030 Evidence: Working Tax Credit annual statement letter from HMRC	

***Applications will only be processed once suitable evidence has been supplied.
Please ensure that you have fully read the policy provided with this form.***

Student Signature: Date:

Parent/Carer Signature: Date: