



### Chenderit School 16-19 Bursary Application Process

Students may be eligible for one of the two types of bursary – the discretionary bursary or the vulnerable bursary. All students will be given details of these bursaries in the summer term prior to enrolling with us at the start of Year 12, or continuing with us into Year 13. Students who are continuing into Year 13 who have been eligible for the bursary in Year 12 must reapply at the start of Year 13 – payments will not be carried over as eligibility needs to be checked each year.

The Sixth Form Leadership Team will contact those students who have previously been in receipt of the Pupil Premium.

All applications will be considered by the Head of Sixth Form and the Finance Department against the eligibility criteria, which is derived from government guidelines. Details of this can be found here:

<https://www.gov.uk/guidance/16-to-19-bursary-fund-guide-2020-to-2021-academic-year>

Students must provide us with a breakdown of what they intend their bursary award to be spent on at the start of each half term.

### Eligibility for the 16-19 Discretionary Bursary

- Discretionary bursaries are financial awards made by Chenderit School to individual students to allow them to participate in and benefit from Sixth Form education.
- The Head of Sixth Form and Finance Department consider all applications, and decide which students will receive a discretionary bursary and how much they will receive. However, they will be targeted at students who are unable to remain in education without financial help with transport, meals, books, equipment etc.

Students who are eligible for the discretionary bursary will be allocated to a particular band depending on overall household income. Tiered half termly payments of £150 will be confirmed at the start of the academic year and will be proportional to the household income for the relevant tax year:

	<b>Band 1</b>	<b>Band 2</b>	<b>Band 3</b>
<b>Household income</b>	Less than £16,190	Between £16,190 and £19,499	Over £19,500
<b>Tiered payments</b>	Household income less than £16,190 will receive 100% of the determined half termly payment	Household income between £16,190 and £19,499 will receive 75% of the determined half termly payment	Household income over £19,500 will receive 50% of the determined half termly payment
<b>Bursary awarded</b>	The first payment will be made in half term 1 once the student's application has been approved. All of the payments for each remaining 5 half terms will be paid in arrears once attendance and punctuality are checked.		
<b>Lodging an appeal against a decision</b>	Within 1 calendar month from when payment decision was given to student		

<b>Allocation deductions for tiered payments</b>	<p>Once the half termly payment has been determined, a deduction may be made as below for poor attendance or poor punctuality. If attendance or punctuality is due to mitigating circumstances outside of the students' control, e.g. illness or medical appointments, then this will be taken into consideration.</p> <p><b>Attendance:</b></p> <ul style="list-style-type: none"> <li>• 96-100% = 100% of allocated payment (in the first term, this will be lowered to 90%)</li> <li>• 90-95% = 90% payment</li> <li>• 85-89% = 80% payment</li> <li>• Less than 85% = 50% payment</li> <li>• Less than 50% = No payment</li> </ul> <p><b>Punctuality to lessons and tutor time:</b></p> <p>If the number of lates per half term is greater than 10 a further deduction of 5% will be made</p>
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### **Eligibility for the 16-19 Vulnerable Bursary**

Students in one or more of the groups below may need more support and can apply for a vulnerable bursary of £1,200 per year which will be paid half termly in arrears (£200 per half term).

The eligible groups are students who are:

- in care
- care leavers
- receiving Income Support, or Universal Credit because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them such as a child or partner
- receiving Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right

A deduction may be made as below for poor attendance or poor punctuality. If attendance or punctuality is due to mitigating circumstances outside of the students' control, e.g. illness or medical appointments, then this will be taken into consideration.

**Attendance:**

- 96-100% = 100% of allocated payment
- 90-95% = 90% payment
- 85-89% = 80% payment
- Less than 85% = 50% payment
- Less than 50% = no payment unless exceptional circumstances and authorised by Head of Sixth Form

**Punctuality to lessons and tutor time:**

If the number of lates per half term is greater than 10 a further deduction of 5% will be made.

### **Additional information**

- Application forms are checked and stored in the current 16-19 Bursary file. Details of payments are recorded by the Sixth Form Team and Finance Team.
- The names of students who have qualified for the bursary payments will be shared to staff at the start of each academic year by BJB to ensure any trips or resources can be bought out of the bursary budget.
- Students are informed if they have qualified for the 16-19 Bursary by letter, and further documentation and/or evidence is requested if necessary.
- At the end of each half term, registers are checked and any unauthorised absences and punctuality concerns are highlighted and payments may face deductions as per the policy. Remaining payments are calculated using the criteria above and are then processed.
- Students are informed of their entitlement for the half term, and are asked to contact the Sixth Form Administrator within one calendar month should they wish to appeal against their authorised payment.
- The Head of Sixth Form authorises final payments which are then passed to the school's Finance Department who arrange payments to the bank account details provided on the application form.