



Calday Grange Grammar School
CALDAY GRANGE 16-19 BURSARY FUND FOR SIXTH FORM STUDENTS
Guidance

The School receives 16-19 Bursary funding from the Education & Skills Funding Agency. The 16 to 19 Bursary Fund provides financial support to help students overcome specific barriers to participation so they can remain in education.

To be eligible to receive a bursary in the 2018 to 2019 academic year the student must be aged 16 or over but under 19 at 31 August 2018.

The 16-19 Bursary Fund has three levels of support:

Category 1 (Vulnerable Bursary for Defined Groups): £1,200 per annum paid in instalments.

- 16-19 students who are looked after by the Local Authority
- 16-19 students who are Care Leavers
- 16-19 students in receipt of Income Support, or Universal Credit in place of Income Support, in their own right
- 16-19 students in receipt of Employment and Support Allowance or Universal Credit and Disability Living or Personal Independence Payments in their own right

Category 2 (Discretionary): £1,000 per annum paid in instalments.

- 16-19 students who are in receipt of Free School Meals at any point in their Sixth Form studies will be invited to apply for a bursary

Category 3 (Discretionary): Up to £800 per annum, this may be paid in instalments.

- Bursary awards will be targeted towards 16-19 students facing financial barriers to participation, such as the cost of transport, meals, books and equipment. If the student's household is below £25,000 (2018/19) and/or in receipt of an 'income based benefit', they may be eligible for a discretionary bursary. By 'income based benefit' we mean the following:
 - Income Support
 - Working Tax Credit/ Child Tax Credit
 - Income based Employment and Support Allowance
 - Universal Credit
 - Other benefits and pensions

Students may be awarded one bursary only per academic year based upon their individual circumstances.

For eligible students the fund can help towards the cost of essential course-related costs such as travel to school, equipment, books, essential trips, school clothing, food and attending university/job interviews. It applies to expenses during the current academic year.

The main priorities for funding are economically or socially disadvantaged students who need support for learning costs and have financial difficulties. In the current economic climate, the fund can also help with hardship needs arising from a sudden change in circumstances such as redundancy or a sudden drop in household income.*

How will I know if I qualify?

Please check the three categories above; if you think you meet the criteria then please apply using the application form on the website or call in to the Finance Office and collect a printed copy.

Receipt of a Bursary will be conditional on the student meeting agreed targets set by the school. These are:

- 90% attendance
- Good standards of behaviour
- Learning outcomes in line with targets



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(Bursaries will still be paid to students with an attendance below 90% (defined as persistently absent by the government) and will be issued on a pro-rata basis, e.g. 84% attendance = 84% of the funding.)

Exceptional Circumstances*

The School acknowledge that not every student who requires support will fit into one the three categories and that every situation is different. The Bursary Fund panel are prepared to consider requests that do not fit into the three categories on an exceptional basis, and will exercise their discretion based upon the evidence presented.

In this situation, a covering letter should be included, outlining the circumstances and providing supporting evidence. Evidence of income must be supplied via pay slips, details of entitlement to other benefits (e.g. Widow's pension, Disability Living Allowance), insolvency details etc. Please supply as much information as possible to ensure that your application can be carefully considered.

How do I apply?

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

- check that you meet the financial eligibility criteria detailed above or contact the Head of Year for advice
- complete the Calday Grange 16-19 Bursary Fund 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
- obtain authorisation for your application from the Head of Year.

A new application must be completed each academic year as an approved Bursary is for one academic year only.

What happens next?

The Calday Grange 16-19 Bursary Fund panel will assess your application. If it is approved, they will arrange for the bursary to be processed by the school Finance Team. The Calday Grange 16-19 Bursary Fund panel will comprise: the Head of Year, Director of Finance and Operations and Deputy Headteacher.

How will I receive the bursary?

The Education & Skills Funding Agency does not recommend that large or lump sum bursary payments are made to students. Following this advice the School will offer the bursary as below:

- Free annual passes for travel on the School operated buses;
- Provision of Merseytravel passes for students who do not use School operated buses;
- Credit reserved for your ParentPay account to enable payment to be made for school trips, books and equipment and the purchase of snacks and lunch at the School.
- Direct payments may be made for the balance of the bursary after deducting the priority items listed above. This decision will be made on a discretionary basis by the 16-19 Bursary Fund Panel based upon the information provided with the application.

Any direct payments will be made to the student's bank account. If the student wishes their parent or carer to receive the direct payment they will need to provide written consent waiving their right to receive the payment and provide their parent or carer's bank details. Direct payments will be paid by instalments on a termly basis as follows - 50% will be paid during the Autumn Term, 25% will be paid during the Spring Term and the remaining 25% will be paid during the Summer Term.

What might I receive?

Student A – household income of less than £25,000 who lives on the route of the C1/C2 Wallasey bus route and not in receipt of Free School Meals – **bursary allocated of £800 per annum**

- Receive a free C1/C2 annual bus travel pass (worth £500 in 2018/19)
- Credit reserved for their ParentPay account of £300 to be used for school trips, books and equipment, the purchase of snacks and lunch at the School.



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Student B – household income of less than £25,000 who lives on the route of the W4 Chester bus route and in receipt of Free School Meals – **bursary allocated of £1,000 per annum + £646 FSM entitlement (£3.40 per day) = total support of £1,646 per annum**

- Receive a free W4 annual bus travel pass (worth £920 in 2018/19)
- Credit of £80 applied to their ParentPay account to be used for school trips, books and equipment, the purchase of snacks and lunch at the School.
- Receive a daily credit of £3.40 per day on their cashless catering account to spend on snacks and lunch in the school catering facilities (worth £646 per annum)

Free School Meals

Wirral Council assesses student eligibility for Free School Meals. The School receives information about student eligibility from the Council, and we administer School funding to apply a daily credit of £3.40 to the student's cashless catering account.

[Link to Free School Meals online application](#)

Can I appeal against the decision?

You do have the right to appeal. If you wish to appeal against any decision made, please contact the Headteacher in writing, fully stating your reasons. Please note that additional evidence may be required to support your appeal. When preparing your appeal you should include letters of support from people who understand your situation. For example: the Head of Year, a support worker, GP etc.

Final decisions for appeals will be made by a panel consisting of Governors. Their decision will be final.

If you need any additional information, help completing the application form or further support, please contact the Finance Office, in confidence, on (0151) 625 2727 or email finance@calday.co.uk