

## Conditions of Entitlement to an Award from the 16 to 19 Bursary Fund

- 1.1. A yearly bursary of up to £1200 is available to support young people who are:
  - 1.1.1. in care;
  - 1.1.2. care leavers;
  - 1.1.3. 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;
  - 1.1.4. 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
- 1.2. A discretionary bursary award may be made to those students who do not meet the conditions in 1.1 above, but who are:
  - 1.2.1. entitled to Free School Meals; and/or
  - 1.2.2. living with their parents/carers and whose parents/carers are entitled to NHS Tax Credit Exemption; and/or
  - 1.2.3. living with their parents/carers and whose parents/carers possess an HC2 certificate providing the holder with full help with health costs.
- 1.3. An award made in circumstances described in 1.2.1 to 1.2.3 above shall be limited to £20 per week; with the maximum award £780 pa.
- 1.4. Where the above criteria for the receipt of a bursary are not met, a grant may be awarded to support costs for students whose parents/carers:
  - 1.4.1. have income evidenced to be less than a total of £20,000 pa; and/or
  - 1.4.2. possess an HC3 certificate, which provides the holder with limited support for health costs.
- 1.5. An award made in circumstances described in 1.4.1 to 1.4.2 above shall be made at the discretion of the Assistant Head Teacher (Director of Sixth Form) and is limited to funding resources available; with the maximum award, in any event, being £780 pa.
- 1.6. Unless otherwise determined, a discretionary bursary awarded in any one year shall be made pro-rata from the date entitlement to the fund is determined, ie from the date of receipt of application and evidence of entitlement. This will be at the discretion of the Assistant Head Teacher (Director of Sixth Form).
- 1.7. A small one-off interim payment may be granted to a student where hardship is identified and ordinarily the student would want to apply for an award, but where this is not yet been evidenced, such as where a student is awaiting confirmation of benefit entitlement. The amount of any such grant to a student will be at the discretion of the Assistant Head Teacher (Director of Sixth Form) and should be:
  - 1.7.1. sufficient to cover immediate expenses only, which would otherwise

prevent a student from accessing their education, such as travel costs.

- 1.7.2. recovered from the amount of any future bursary award, should entitlement to this be fully determined and payment granted. Where not, the award is then not repayable.
- 1.8. One-off discretionary awards may be granted at the discretion of the Assistant Head Teacher (Director of Sixth Form) to students whose parents'/carers' total income is evidenced to be less than £25,000 pa, for such costs as travel to open days, UCAS fees etc.
- 1.9. Entitlement to receive payments from the Bursary Fund shall be made providing that a student adheres to further conditions agreed with by the Assistant Head Teacher (Director of Sixth Form), ie attendance etc.
- 1.10. Ongoing bursary award payments shall be made fortnightly in arrears during term-time into a bank or building society account in the student's own name.
- 1.11. Entitlement to an award shall be reviewed as and when a student's individual circumstances change.
- 1.12. All awards are granted to support an individual's access to education at The Kimberley School, with such costs as for travel, books, etc.

Feb 2019