



# **Davenant Foundation School Sixth Form Bursary Scheme**

## Davenant Foundation School Bursary Scheme

The 16-19 Bursary provides financial support to 16-19 year olds in the UK. It is designed to help Sixth Form students overcome specific financial barriers to educational participation. There are a number of criteria that must be met in order for the bursary to be granted.

There are 2 types of 16-19 bursaries:

### 1) Vulnerable Bursary

A student is eligible to claim for this bursary if they meet one or more of the following descriptions, and provide Davenant Foundation School Sixth Form with copies of the relevant evidence:

Qualifying Criteria	Evidence of Eligibility
Students currently living in care Being 'in care' requires the young person to have been placed with a foster carer by the Local Authority.	Written confirmation (letter or email) of their current or previous looked-after status from the relevant Local Authority.
Students who are care leavers A 'care leaver' is defined as a young person aged 16 or 17 who was previously looked after for a period of 13 consecutive weeks (or periods amounting to 13 weeks) since the age of 14.	
Receiving Income Support or Universal Credit in their own name. This must clearly state that the claim is in the students' name, confirming that they are entitled to the benefits in their own right.	A copy of their Income Support or Universal Credit award notice.
Receiving Employment & Support Allowance and either Disability Living Allowance Personal Independence Payments in their own name.	A copy of their Universal Credit claim form (this can be printed from their online account). Evidence of receipt of Disability Living Allowance or Personal Independence Payment.

### 2) Discretionary Bursary

A student can also apply for financial help with the cost of educational-related transport, meals, clothing, books, equipment, kit, trips and visits, entries for UCAS and exam re-sits etc. This is based on students' individual circumstances and takes students' attendance and behaviour into account. Payments can be made by bank transfer or made 'in kind'.

Qualifying Criteria	Evidence of Eligibility
Gross total annual household income of £25,000 a year or less.	P60 End of Year certificate 3 most recent monthly payslips 4 most recent weekly payslips Self-Assessment Tax Calculation (SA302)
In receipt of tax credits or benefits	Universal Credit online statements Tax Credit Award Notice Award letters
Qualifying for Free School Meals	Confirmation from Essex County Council
Exceptional reason	Apply in writing

## Davenant Foundation School Sixth Form Bursary Scheme

All students in receipt of a Bursary should maintain the following high standards expected of Davenant Foundation School Sixth Form students:

- To maintain attendance of 95%+
- To attend all sessions punctually, with no more than 2 'lates' registered per week
- To dress professionally, in accordance with the Davenant Foundation School Sixth Form Dress Code
- To submit high quality work, and by the deadlines agreed with staff

### Terms and Conditions

#### 1) Initial Applications

You should apply as soon as possible. Initial application should be submitted by the end of the first week in October. Applications made after this date will be considered if sufficient funds are available.

#### 2) Application Process

All applications for a Bursary will be assessed by a 16-19 Bursary Application Remissions Panel who will review the application and supporting evidence. Students will be informed of the outcome by October half-term for initial applications. Any later applications will be notified within two weeks of their receipt.

#### 3) Changes in Circumstance

A student in receipt of a Bursary has a duty to inform Davenant Foundation School Sixth Form if their financial circumstances, or those of their household, should change. For example, an increase in household income. This does not automatically mean that future Bursary payments will be stopped but would result in a convening of the 16-19 Bursary Application Remissions Panel to determine whether the payments continue or be stopped and the funds redistributed.

### Who will be eligible for a bursary in the Davenant Foundation School Scheme?

To qualify you must be aged under 19 years of age on the 31st of August in the academic year in which you start your programme of study and a legal resident of the UK or registered asylum seeker. (A list of items that your Bursary can be spent on is indicated under '**What can the money be spent on?**' below.

There will be four levels of the Davenant Foundation School Bursary and you can apply for **ONE** only: (Please see '**What can the money be spent on?**'

#### Level 1

Those most in need, such as young people in care, care leavers, young people receiving Income Support or Universal Credit and disabled young people receiving both Employment Support Allowance and Disability Living Allowance can apply for a bursary of up to £1,200 per year for assistance with A Level course-related costs.

#### Level 2

This bursary is for students who received Free School Meals\* in Year 11 and continue to be eligible for Free School Meals\* in the Sixth Form; facing financial hardship with the parental household income below the threshold of £25,000 per year. They are invited to apply for a bursary of up to £1,000 per year for assistance with A Level course-related costs.

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### Level 3

This bursary is for those students with a financial need who do not fall into the above categories. Applications must state what the identifiable financial need is and evidence provided to support this. The criteria for any support is that the parental household income must be less than £25,000 per year and no other income is available from another household to support the student. Documentary evidence is required.

### Level 4

One-off discretionary financial agreement for young people with caring responsibilities or students that fall into temporary financial difficulty, to contribute towards costs for study trips or resources required to complete their A Level courses.

The awards will be dependent on good behaviour, adherence to the Sixth Form Contract and good attendance (no more than 5% unexplained absence from all lessons). Please note that the school's allocation for this Bursary Scheme is to include administration costs. Please also note that the school may purchase rail or bus tickets on behalf of students if the Bursary is to cover transport costs.

### What can the money be spent on?

The money is for the books, meals, transport or other course-related costs needed to help a young person stay in education, i.e.

- Transport to and/or from Davenant Foundation School
- Meals at Davenant Foundation School
- Equipment - calculators, art equipment, stationery etc.
- UCAS fees and travel to open days
- Course-related resources – text books, revision guides, etc.
- Trips, visits and sports activities directly relevant to a chosen A Level course studied
- Uniform

***You will be required to clarify what items above you need your Bursary for in your application***

**If I am in one of the eligible groups, what evidence will my school need to see?**

If your parents are receiving Income Support, Universal Credit, etc., you can provide a letter from the Department of Work and Pensions setting out the benefit they are entitled to. If you are in care or a care leaver, the local authority will be able to provide a letter for the school, college, or training provider confirming this. If you have any other financial needs you will need to show documentary evidence as to why you need financial support for all levels; evidence relating to Free School Meals\* eligibility will be required.

\* Free School Meals criteria – do you qualify?

Parents or guardians receiving the following benefits should contact Essex County Council to claim Free School Meals

- Income Support/Universal Credit
- Jobseekers Allowance (Income Based)
- Income Related Employment & Support Allowance
- Child Tax Credit with an annual taxable income of less than £16,190, however you will not normally be eligible for Free School Meals if you receive any amount of Working Tax Credit
- Pension Guarantee Credit

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### Advice on bank accounts?

Students aged 16 are able to open a basic bank account, which is offered by 16 members of the British Bankers Association. The basic bank account will allow for receipt of the bursary, including by cashless means, and will allow funds to be withdrawn via ATMs as well as via standing orders and direct debits where necessary.

- Where bursary payments are to be made to a bank account, they can only be made to the student's bank account
- Payments should not be made into another person's account, except in exceptional circumstances where a student is unable to administer their own account
- Payments may be made to a joint account, as long as the student is one of the account holders
- Payments will be made by BACs – electronic bank transfers
- If a student has a Post Office account, it should be noted that these accounts do not accept payments by BACs
- If a student has a Credit Union account, the student should check with the Credit Union that it will receive payments made by BACs

### How do I apply?

You should apply via the application form as soon as possible after admission in September and remember to include all documentary evidence and receipts to support your application.

**What happens to my application form?**

### School Remissions Panel

Our School Remissions Panel will comprise of the Head of Sixth Form, Headteacher or Deputy Head, Sixth Form Manager and a Governor.

The School Remissions Panel will sit in September, January and May to assess each claim and authorise payments. Applications approved will be monitored and evaluated throughout the year and reports given to the Remissions Panel regarding students failing to meet the conditions of the grant. The grant will be withdrawn at any time a student fails to meet the criteria.

Davenant Foundation School may choose to pay the bursary as a cash payment or provide 'in kind' support, for example, by bulk purchasing equipment that eligible students need for particular courses. Transport costs may be bought by the school i.e. bus or rail tickets rather than allocating cash payment.

**NB. The bursary payment to schools is a fixed sum and not on a per student basis. Davenant Foundation School Sixth Form may have to vary the amounts of its bursaries to deal fairly with the numbers of eligible students in their Sixth Form.**