

# **Holmer Green Senior School**

## **16-19 Student Financial Support Policy 2018/19**

### **What is the 16-19 Student Financial Support**

The fund is made available from the government through its funding body - EFSA (Education Funding Agency) for 16-18 year olds - to provide assistance to students whose access to, or completion of, education is inhibited by financial constraints or barriers. The new bursary scheme for 16 – 18 year olds has been put in place as a replacement for Education Maintenance Allowance (EMA), though it will receive substantially less funding than EMA.

### **Who is eligible to apply for 16-19 Student Financial Support?**

Students following government funded full time or part-time courses, who are 16 years and over and satisfy one or more of the following criteria:-

- Students aged at least 16 and under 19 years of age on 31/08/18 who are in care, are leaving care, are in direct receipt of Income Support or are disabled and in receipt of both Employment Support Allowance and Disability Living Allowance
- Students who are economically or socially disadvantaged and at risk of not taking up or continuing in their education. This group includes students with physical or other disabilities, medical conditions and/or learning difficulties
- Students who have been in care, on probation, are young parents or are otherwise considered at risk
- Students who are asylum seekers
- Students who are Refugees (who will have access to 16-19 Student Financial Support if they are in receipt of supportive evidence from DWP)
- Students who are lone parents

### **Who is not eligible for 16-19 Student Financial Support?**

- Students under 16 years of age or over 19 years of age on 31/08/18.
- Students who do not meet the residency qualifications
- Students who do not fulfil any of the criteria described above

### **Proof of income**

Proof of evidence will be required to support this application and could include:

- Certified letter from the LA regarding Free School Meals
- certified letter from the DWP
- P60 (additional evidence will also be required)
- Self Employment Income evidence
- Other means tested certification

### **How does the School assess applications and allocate 16-19 Student Financial Support?**

The 16-19 Student Financial Support is a limited fund and the school will prioritise allocation. There will be 3 priority groups, categorised as high, medium and low. Students who are eligible for any level of funding should complete an application form and hand it to the School Office as soon as possible, after admission to the Sixth Form, in September. A

## **Holmer Green Senior School**

Student Financial Support Committee will meet to consider applications at all levels. Students who are deemed eligible should be aware that to continue to receive a bursary/funding:

- There must be no unauthorised absences during the school day
- They must maintain acceptable levels of behaviour and effort

### **The Student Financial Support Committee**

The Student Financial Support Committee will normally meet three times per year (September, January and May to consider and review applications). Emergency meetings may need to be called.

The Student Financial Support Committee will be made up of the Headteacher (Chair), the Business Manager, a Governor.

The Head of Sixth Form does not make decisions about applications but they may offer information to the Committee about a student's circumstances, well-being, behaviour, progress and attendance

Learners and their parents/carers should understand that the available fund is limited. Any appeals against decisions can be made to the Chair of Governors, via the Clerk to the Governors who will follow the school's complaints procedure.

## **Holmer Green Senior School**

### **Financial support for 6<sup>th</sup> Form Students in 2018/19**

The following information applies to students aged 16 to 18 on 31<sup>st</sup> August 2018 taking a full-time further education course in 2018/19

We will be operating three levels of Student Financial Support: High, Medium and Low priority groups.

#### **£1200 Bursary (High priority group)**

The government has announced that some students will be entitled to a grant or bursary of £1200\* next year. You could get this if you are in one of the following categories:

- You are living in care, or have recently left living in care
- You, the learner, are receiving income support
- You, the learner, are disabled and receiving both Employment Support Allowance and Disability Living Allowance

Payments will be made on a termly basis (i.e. 3 times a year) Payments will subject to review by the Student Financial Support Committee.

If you think you are eligible for this £1200 bursary, please complete the main application form and appendix 1.

#### **Medium priority group**

You could receive this level of funding if:

- You have a gross annual household income of below £20,000

OR

- You are in receipt of Free School Meals

OR

- Your household is in receipt of other income based means tested benefits.

If you think you are eligible for up to £800 per annum support, please complete the main application form and appendix 2 as you may be eligible for a contribution towards the following specific educational purposes (receipts will be required):

- The cost of transport, essential course equipment, meals in school, course related trips, UCAS fee, travel to open days, course related sporting activities, uniform or other school resources
- Financial support towards childcare costs and exam re-sit fees if aged 19 or under on 31/08/18

Payments will be made on a termly basis (i.e. 3 times per year). Payments will subject to review by the Student Financial Support Committee.

## **Holmer Green Senior School**

### **Low priority group**

You could receive this level of funding if:

- You have a gross annual household income of between £20,000 and £25,000

OR

- You have an identifiable financial need and do not fall into high and medium priority groups

If you think you are eligible for up to £200 per annum support, please complete the main application form and appendix 3 as you may be eligible for a contribution towards the following specific educational purposes (receipts will be required):

- The cost of transport, essential course equipment, meals in school, course related trips, UCAS fee, travel to open days, course related sporting activities, uniform or other school resources

Those in the Low priority group will be considered for funding based on the school's allocation and subject to available funding after those in the High and Medium priority groups have been awarded. Payments may not be made until after 31 December 2018.

Payments will be made on an as needed basis after consideration by the Student Financial Support Committee.

This information is subject to final government decision and the details may change.

## Holmer Green Senior School

### 16-19 Student Financial Support Application

Prior to completing this form please read the guidance Financial Support information at the back of this document. Proof of entitlement will be required to allow the processing of this form.

#### Learner Details

Surname/Family Name:	
First Names:	
Date of Birth	
Address	
Post Code	
e-mail address	
Home Phone	
Mobile Phone	

#### Learner Bank or Building Society Details

To receive payments, you must have a bank account in your own name that will accept BACS payments. If you do not have a bank account, you need to open one before completing this form.

Name of Account Holder	
Name of Bank	
Branch	
Sort Code	
Account Number	
Roll Number	

**I confirm that the details are true and accurate. I also accept that if I have any unauthorised absences throughout the school day or effort and/or behaviour falls below acceptable standards so that parent/carer has to be called into school, funding may be removed.**

Learner Signature		Date	
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# Holmer Green Senior School

## 16-19 Student Financial Support Application

Prior to completing this form please read the guidance Financial Support information at the back of this document. Proof of entitlement will be required to allow the processing of this form.

### Parental/Carer Details

Surname/Family Name:	
First Names:	
Date of Birth	
Address	
Post Code	
National Insurance Number	
Home Phone	
Mobile Phone	
Household Income (Please attach required evidence to this application form)	

This application for assistance from the 16 - 19 Student Financial Support is made under the priority group of:

<b>High</b>		<b>Medium</b>		<b>Low</b>	
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(please tick one category and fill in the relevant form)

**I confirm that the details on this application and the evidence provided are true and accurate.**

Parent/carers Signature		Date	
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# **Holmer Green Senior School**

## **Appendix 1**

### **Application for High priority funding – £1200 per annum**

This form should be completed in addition to the main application form and should be submitted with appropriate evidence

**Full name:**

**Date of birth:**

I wish to apply for High Priority funding under the following criteria (please delete as appropriate):

- I am living in care
- I have just left living in care
- I am in receipt of income support
- I am disabled and receiving both Employment Support Allowance and Disability Living Allowance

I attach to this form the following evidence to support my application (please specify below):

**I confirm that the details on this application and the evidence provided are true and accurate.**

**Signed: (Learner)**

**Signed: (Parent/Carer)**

**Date:**

**Date application received:**

**Date reviewed by Committee:**

**Outcome:**

# **Holmer Green Senior School**

## **Appendix 2**

### **Application for Medium priority funding – maximum available £800 per annum**

This should be completed in addition to the main application form and should be submitted with appropriate evidence

**Full name:**

**Date of birth:**

I wish to apply for Medium priority funding under the following criteria (please delete as appropriate):

- My gross household income is below £20,000
- I am in receipt of Free School Meals
- My household is in receipt of other means tested benefits

I wish to apply for support towards:

<b>Specific need (i.e. transport)</b>	<b>Amount applied for</b>	<b>Total</b>

I attach to this form the following evidence to support my application (please specify below):

**I will be able to provide receipts for the above. I confirm that the details on this application and the evidence provided are true and accurate.**

**Signed: (Learner)**

**Signed: (Parent/Carer)**

**Date:**

**Date application received:**

**Date reviewed by Committee:**

**Outcome:**



# **Holmer Green Senior School**

## **Appendix 3**

### **Application for Low priority funding – maximum available £200 per annum**

This should be completed in addition to the main application form and should be submitted with appropriate evidence

**Full name:**

**Date of birth:**

I wish to apply for Low priority funding under the following criteria (please delete as appropriate):

- My gross household income is between £20,000 and £25,000
- I have another identifiable financial need (please explain below)

I wish to apply for support towards:

<b>Specific need (i.e. transport)</b>	<b>Amount applied for</b>	<b>Total</b>

I attach to this form the following evidence to support my application (please specify below):

**I will be able to provide receipts for the above. I confirm that the details on this application and the evidence provided are true and accurate.**

**Signed: (Learner)**

**Signed: (Parent/Carer)**

**Date:**

**Date application received:**

**Date reviewed by Committee:**

**Outcome:**