



# ILKLEY GRAMMAR SCHOOL

A MOORLANDS LEARNING TRUST SCHOOL

## Ilkley Grammar School 16 – 19 Bursary Fund Statement 2019 - 2020

### Introduction

The Government's Education Funding Agency enables schools to administer the 16 – 19 Bursary Fund. This exists to help students continue with and complete their course where they would otherwise be prohibited from doing so on financial grounds. The Bursary is intended to help with the hardship needs of individual students, to enable a learner to continue with his or her education. Awards from the Bursary will be used towards essential course-related costs such as books, iPad, equipment, travel, field trips, university open days and other costs associated with learning. The Bursary can also include a contribution to food costs.

Ilkley Grammar School will seek to ensure that the funds available are:

- Distributed fairly through a process which is transparent and easily understood. An application form for consideration is available from the School Website and Post 16 Student Managers but when completed be returned to Mrs Heyworth in the Finance Office.
- Assessed and allocated to each individual's need, taking into account the financial circumstances of the applicant and the intended use of the award; and
- Used to widen access to, and participation in, sixth form education.

### The 16-19 Bursary Fund has two categories

#### **1. Vulnerable Group**

If students meet the criteria below they will be eligible to receive a bursary of £1,200 per year:

- In care
- Care leavers
- In receipt of Income Support or Universal Credit in place of Income Support in their own right
- In receipt of Employment and Support Allowance or Universal Credit and Disability Living or Personal Independence Payment in their own right.

#### **2. Bursaries for other Young People**

Priority will be given to those young people from the families with the lowest household income which at this time means families with an annual income for tax credit purposes

- Below £16,105
- Between £16,106 & £22,000



## **Application Process**

1. Completed *Bursary Fund Application Form* should be returned to Mrs Heyworth in the Finance Office by 20<sup>th</sup> September 2019 for confirmation of eligibility.
2. Applicants will be advised as to the outcome of their applications.
3. Bursary payments will be made.

Unsuccessful applications will have the right of appeal. All applications will be treated in the strictest confidence.

## **Awards Process**

The allocation of awards is as follows:

- **iPad.** A contribution towards the IGS iPad scheme is made.
- **Food.** Students not in receipt of Free School Meals will have their cashless catering accounts credited in the form of a top-up payment at the start of each half term. Unspent credits will be rolled over to the next half-term.
- **Transport.** The transport element of the award for those students facing significant transport costs will be paid directly to the student in three payments at the start of each term. Transport awards will typically be capped at the cost of a WYMC Termly Pass.
- **Discretionary.** Students may also apply for help with funding towards essential course-related costs such as books, field trips and university open days.

**Both elements of the 16-19 Bursary Fund are only applicable if agreed standards of behaviour are met, attendance is over 95%, there are no deadline/homework concerns, all registration periods are attended punctually, all timetable lessons and study periods are attended and you are registered on role with IGS.**

I understand and agree to the above standards

Name ..... Form .....

Signature ..... Date .....

## **Appeals Process**

Should learners disagree with the outcome of either their application for a bursary award or, where a payment has been withheld due to attendance/behaviour, they should contact Assistant Head, Mr J Gutch, [jamie.gutch@ilkleygs.co.uk](mailto:jamie.gutch@ilkleygs.co.uk) Written confirmation of the outcome of the appeal will be sent out within 10 days of the appeal being considered.

## **Review**

This document will be reviewed on an annual basis, taking into account the views of the school, young people, their parents/carers and guidance from the Education Funding Agency.

