

Altrincham Grammar School for Boys

Bursary Fund Policy 2020/21

1. Introduction

The 16-19 Bursary Fund provides financial support to help students overcome specific financial barriers to participation that they face, so that they can remain in education. Key information about Altrincham Grammar School for Boys' 16-19 Bursary Fund is outlined below.

2. Eligibility

All Bursary applicants must be in Year 12 and Year 13, aged at least 16 and under 19 on 31st August 2020. They must also satisfy the residency criteria as stated in the document EFA Funding Guidance for 2020-2021 (available on the DfE website www.education.gov.uk).

Students in care, care leavers, students in receipt of Income Support/Universal Credit and students in receipt of Disability Living Allowance/Personal Independence Payments and Employment Support Allowance are eligible for our **Category 1 Vulnerable Bursary (High Priority)**. Evidence to support the application is required, such as a letter setting out the benefit to which the student is entitled, or written confirmation of current/previous Looked After status from the relevant local authority, or their Care Review Document. Eligible students will receive a guaranteed £1,200 bursary for the academic year.

Students who are in receipt of Free School Meals or whose parent(s)/carer(s) are in receipt of income support are eligible for the **Category 2:1 Discretionary Bursary (Medium Priority)**. Eligible students can apply for contributions towards the cost of transport, uniform, essential course equipment, trips, exam resit fees, university open days etc. Amounts paid will be subject to the number of students in the category and the availability of funds.

Students living in a household where the gross annual household income is less than £25,000 are eligible for our **Category 2:2 Discretionary Bursary (Low Priority)**. Eligible students can apply for contributions towards the cost of transport, uniform, essential course equipment, trips, exam resit fees, university open days etc. Students will be considered for financial support, subject to availability of funds, after those in the other priority groups have been awarded, and support is not guaranteed.

3. Applications and Payment Process

Students should apply for a bursary by 11th September 2020, however it is possible to apply later in the academic year if individual circumstances change. All applications will be reviewed by the Head of Inclusion and the Head of Sixth Form. If the application is unsuccessful, students will be made aware of the outcome in writing.

Successful applicants will also be notified in writing and will be asked to submit their bank details so that contributions/reimbursements to be made using BACS transfer. Payment can only be made into an account which is held in the student's name. Payments will be made 'in-kind' wherever possible e.g. travel passes.

Successful applicants must seek approval for any contributions towards expenditure prior to purchase, by filling out the Spending Approval Form on the AGSB website and detailing their proposed spending. If their spending is approved, they will receive a contribution towards the costs. Approval will be dependent on the amount of funding the student has available and the nature of the expenditure (which must support their learning).

Applications are valid for 2020-2021 only and students must reapply the following academic year, should they remain eligible and wish to continue receiving Bursary support.

4. Accountability

AGSB will administer the Bursary Fund by following the Department for Education and EFA 16-19 Bursary Guidelines. We aim to have clear and transparent processes and to administer the Bursary in a discreet and confidential manner. In determining payments of the 16-19 Bursary Fund students will not be discriminated against on the basis of their protected characteristics. Payments are also subject to the public sector equality duty in Section 149(1) of the Equality Act.

AGSB's Complaints Procedure is in place to cover queries/disagreements over applications for both the Vulnerable and Discretionary Bursary Funds.