

# ALTRINCHAM GRAMMAR SCHOOL FOR BOYS

## 16/19 Bursary Fund Policy 2018-19

The Bursary Fund replaced the Educational Maintenance Allowance from September 2011 onward. This is a much smaller fund than the EMA: payments will be made directly to the School and it is the School's responsibility to administer payments according to the Policy outlined below.

### 1. Eligibility

Students eligible to receive payments from the Bursary Fund fall into three groups in descending order of priority:

Priority 1: Students who are in care; students claiming income support or Universal Credit; disabled students receiving Employment Support Allowance and Disability Living Allowance or Personal Independence Payments. Students falling into these categories will be entitled to a fixed, non-discretionary payment of £1,200 per annum paid in three instalments throughout the year.

Priority 2: Existing AGSB students who are in receipt of the Free School Meal Allowance and students who transfer into the 6<sup>th</sup> Form from other schools and who can demonstrate that they were in receipt of the free school meal allowance at their previous school.

Priority 3: Students who are not in receipt of the FSM Allowance but who are able to demonstrate a gross annual household income of below £20,000.00. Payments for students falling into this category will be subject to the availability of funds.

### 2. How will the fund be assessed and distributed?

Priority 1: Students falling into this category will be entitled to a fixed, non-discretionary payment of £1,200 paid in three instalments throughout the year.

Priority 2: Students who are in receipt of the FSM allowance will be eligible for a discretionary award subject to completing the AGSB Learner Support Application and Agreement Form. To qualify for an award there must be no unauthorised absences and attendance and punctuality must be above 95%. The allowance will be paid in the way which best fits the need of the student. It may be paid by way of BACS transfer into the student's bank account or may be paid to meet the costs of specific course requirements or transport costs. There will be no right of appeal.

Priority 3: Students claiming financial support will need to demonstrate a gross annual household income of below £20,000 and should do so by completing the AGSB Learner Support Application and Agreement Form. The Form requires students/parents to produce evidence of:

- income support, or
- jobseekers allowance, or
- working tax credit

If not in receipt of the above students/parents should produce evidence of:

- the earnings of all those working in the household
- benefits received by members of the household
- any unearned income.

Following a successful assessment awards will be made in the way which best fits the needs of the student towards the following educational expenses:

- transport costs to and from School
- Free School Meal allowance (Priority 1 and Priority 2)
- University visits
- Additional educational course fees
- Books for educational study
- Educational equipment
- Field trips

Receipts for the purchase of the above goods/services should be presented to the Bursar's Office.

Requests for payments for one-off events which fall outside the list above should be made directly to the Head Master who administers the Pupil Fund which already exists for this purpose.

### 3. The Learner Support Committee

Assessment of each application will be made by a Committee which meets as required and comprises: Head Master; Head of 6<sup>th</sup> Form; Deputy Head of 6<sup>th</sup> Form.

Applications to the Committee may be submitted at any time during Years 12 and 13 if family circumstances change, but it is expected that most applications will be made in September at the beginning of each school year, Payments will begin from the date of the decision by the Learner Support Committee. Decisions made by this Committee are final except for the usual right of appeal to Governors via the School Complaints Policy.

Financial support payments are made for one academic year only and the recipients of payments who wish for an award to continue into Year 13 should reapply in September of Year 13.

If family circumstances change during a school year and the student/family no longer meets the criteria for payments from the Bursary Fund, the School should be notified by letter or email to the 6<sup>th</sup> Form office. Payment will cease from the date of change of circumstances.