



# **Harrow High School Sixth Form 16 - 19 Bursary Policy 2024 - 2025**

**Approved by FGB: 7th October 2024**

**Responsible for Review: Mr C Preda**

**Publish on Website: Yes**

**Date of Next Review: September 2025**

## WHO IS ELIGIBLE?

16 to 19 bursary schemes provide financial help to young people aged 16 to 19 who face financial barriers to participating in education or training, provided they meet agreed standards of attendance, punctuality, behaviour, classwork and homework. Following national changes to the bursary funding methodology all future bursary payments will be to provide bespoke and targeted in kind support.

The 16 to 19 bursary scheme offers two types of bursary. Eligibility for both types is reviewed annually. Students can only apply for one type, depending on their personal circumstances.

### Discretionary Bursary Award

To be eligible for the bursary award the student must meet the following conditions:

1. Attend Harrow High School's 6<sup>th</sup> Form as their home school
2. Be starting Year 12 or 13 in September 2024
3. Be aged between 16 and 18 on 31 August 2024, or
4. Currently meet the eligibility criteria for Free School meals. The school reserves the right to tailor awards to reflect individual student needs

### Enhanced Bursary Award

To be eligible for the bursary grant the student must meet all five of the following conditions:

1. attend Harrow High School's 6th Form as their home school
2. be starting Year 12 or 13 in September 2024
3. be aged between 16 and 18 on 31 August 2024
4. belong to one of the following groups:
  - be in care; or
  - care leavers; or
  - be receiving income support, or universal credit because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them such as a child or a partner; or
  - be receiving Disability Living Allowance or Personal Independent Payment in their own right as well as Employment and Support Allowance or Universal Credit in their own right.

## ALLOCATING FUNDING

From September 2024 the Government has significantly reduced the grant funding they provide to the school for Discretionary Bursary Awards. To reflect the limited funding going forward, these awards will be focused on in-kind support in the following areas:

- Transport costs not covered by the TfL 16+ Zip Oyster
- Academic Books
- Field trips and other similar course-related costs
- UCAS or similar applications
- The costs of attending university interviews, open days and careers related events

Cash payments will only be made in exceptional circumstances.

## PROCEDURE FOR PAYING THE BURSARY

Where possible the school will directly purchase the allocated in-kind provision. Where this is not possible, students should submit evidence of payment, such as receipts, to Mrs Motiwala, who will reimburse via a BACS transfer to a bank account in the student's name.

Bursary support will only be allocated if:

1. Students' have returned a signed copy of their Bursary contract letter.
2. Students' punctuality and attendance according to the Arbor register is satisfactory.
3. Students' behaviour is in accordance with school policies.

Any stoppage of bursary support will result in written communication home informing students and parents.

### **PLEASE BE AWARE THAT:**

*Any attempt to obtain bursary funding by deception (i.e. forging of signatures and/or deliberately providing misleading information) will be considered a severe breach of a student's contract. In such a case, the School reserves the right to suspend that student's bursary support for the remainder of their stay in the Sixth Form.*

## ADMINISTRATION OF THE SCHEME

Any remaining underspent funds at the year end will be carried over to the next academic year for continued support of students eligible for the Bursary and will be fully utilised for Bursary students before any new academic year funding allocation is used. The school can retain up to 5% of Bursary funding as an administration contribution as allowed in the 16 - 19 Bursary Fund Guide: 2024 to 2025 academic year.

## THE APPEALS PROCEDURE

Where a decision is taken that a student should not receive support through the Discretionary Bursary Fund the student should raise the issue with the Bursary Administrator in the first instance. If this does not satisfactorily resolve the issue students have the right of appeal to the Head of the 6<sup>th</sup> Form. This should be done in writing and, if necessary, a parent/carer can be involved.

The School is not obliged to provide more than the above appeals hearings and appeal decisions are final. There is no mechanism for appeal against a stoppage/suspension decision to any outside party.

# Harrow High School: 16 to 19 Bursary Scheme 2024/25

## Guidance

### What is the 16 to 19 school bursary scheme?

The 16 to 19 bursary schemes provide financial help to young people aged 16 to 19 who face financial barriers to participating in education or training, provided they meet agreed standards of attendance, punctuality, behaviour, classwork and homework.

### Who is eligible for the bursary scheme?

The 16 to 19 bursary scheme offers two types of bursary. You can only apply for one type, depending on your personal circumstances.

#### Discretionary Bursary Award

To be eligible for the standard bursary you must meet **all four** of the following conditions:

1. Attend Harrow High School's 6<sup>th</sup> Form as their home school
2. Be starting Year 12 or 13 in September 2024
3. Be aged between 16 and 18 on 31 August 2024, or
4. Currently meet the eligibility criteria for Free School meals. The school reserves the right to tailor awards to reflect individual student needs

#### Enhanced Bursary Award

To be eligible for the enhanced bursary you must meet **all four** of the following conditions:

1. attend Harrow High School Sixth Form as your home school;
2. be starting Year 12 or 13 in September 2024;
3. be aged over 16 and under 19 on 31 August 2024;
4. belong to one of the following groups:
  - be in care; or
  - have left care having been in care for a minimum of 6 months since the age of 14; or
  - be receiving Income Support, or Universal Credit in place of Income Support, in their own right; or
  - be receiving Employment and Support Allowance or Universal Credit and Disability Living or Personal Independence Payments in their own right

### How much money will I get?

If you are eligible for the standard bursary, the amount you are entitled to receive per week during term time will be calculated once all applications have been processed.

If you are eligible for the enhanced bursary, you will be entitled to £5.00 per week.

### What can I use the bursary for?

The bursary is to help with costs related to your studies, for example transport, books and equipment, and other costs associated with your course.

### **Are there any conditions attached to the scheme?**

Yes. Your school will expect you to maintain good standards of attendance, punctuality, behaviour, classwork and homework. You will therefore be required to sign the school's 'Learner Agreement' before any payments are made. Your monthly bursary payments will be conditional on you meeting the requirements of your Learner Agreement.

### **How do I apply?**

Complete the application form and hand it to Mrs Motiwala, Sixth Form Administrator.

### **When do I need to apply, and how will I hear the outcome?**

The deadline for applying is 1st October each year. We will write to everyone who applies to tell you the outcome of your application. If you do not include the evidence required (see application form), we will not be able to process your application.

### **How will you pay me?**

Where possible, we will purchase items for you, if not, upon approval from Mrs Motiwala (purchases under £50) or Mr Preda (purchases over £50), we will reimburse costs with proof of purchase. Payments will be made into your own bank account by a process called BACS transfer. It is essential that you have a bank account in your name as payments can only be made into your own account via a bank transfer. Cash payments will not be made. It is important that you make sure that your bank or building society is able to accept BACS transfers before you provide your bank account details. Post Office accounts and some Credit Unions do not accept BACS payments.

### **How long will I receive payments for?**

As long as you continue to study at Harrow High Sixth Form (home school) and meet the terms of your Learner Agreement, payments will continue for the duration of your attendance at school for lessons and exams during the academic year.

New applications must be submitted for consideration every year. Eligibility checks have to be conducted at the start of each academic year. The terms of the scheme may change in future years.

There is no guarantee that you will receive funding next year even if you are eligible this year. You won't receive any funding next year unless you reapply and prove eligibility.

### **Who do I contact if I have any questions?**

If you have any questions about the to 19 bursary scheme, you should in the first instance speak to Kevin Patel, Head of Sixth Form.

### **Where can I get more information on 16 to 19 bursary schemes?**

General information on bursary schemes is available on the Direct.Gov website – [16 to 19 Bursary Fund guide 2023 to 2024 academic year - GOV.UK](#)

**What happens if my financial or living circumstances change?**

If you have a change of personal circumstances such as a change of address or household income, you must let us know immediately in writing. Any over payments will be repayable. If you change your bank account details you must also write to us immediately. If you leave school before completing your course, your payments will be stopped. If you transfer to another school/college, your payments will be stopped.

# Harrow High School Sixth Form 16 to 19 Bursary Scheme 2024/25 Application form

Before you complete this application form please read the guidance carefully.

Please complete the application form using **BLOCK** capitals in black pen.

*All supporting evidence must be the original documentation. Photocopies are not acceptable.*

## Section A – To be completed by all learners

### 1.1 Your personal details

Learner's surname \_\_\_\_\_

Learner's first name \_\_\_\_\_

Date of birth \_\_\_\_\_

Age on 31 August 2023 \_\_\_\_\_

Learner's home address \_\_\_\_\_

Post code \_\_\_\_\_

Home phone number \_\_\_\_\_ Mobile number \_\_\_\_\_

National insurance number: \_\_\_\_\_

### 1.2 Your bank or building society account details

Account holder name \_\_\_\_\_

Name of bank / building society \_\_\_\_\_ Branch: \_\_\_\_\_

Account number: \_\_\_\_\_ Sort Code: \_\_\_/\_\_\_/\_\_\_

Building Society roll number (if applicable) \_\_\_\_\_

**Please ensure these details are correct.**

It is important that you check that your bank account accepts BACS transfers as this is how the bursary will be paid. Post office and some credit union accounts do not accept BACS transfers.

## Section B – To be completed by all learners

### 2.1 Which bursary are you applying for?

Please complete either part 1 or 2 below.

Part 1: Enhanced bursary		
Monthly payment instalments in arrears during term time only subject to meeting the school's in attendance, punctuality, behaviour, classwork and homework.		
Eligible groups for this bursary:	Tick	Supporting evidence required
Young person in care or care leaver	<input type="checkbox"/>	Please attach supporting letter from your key worker or social worker
Young person in receipt of Income Support or Universal Credit in place of Income Support	<input type="checkbox"/>	Please attach benefits paperwork dated within the last 6 weeks.
Young person in receipt of Employment and Support Allowance or Universal Credit and Disability Living or Personal Independence Payments	<input type="checkbox"/>	Please attach benefits paperwork dated within the last 6 weeks.

Part 2: Standard bursary		
Monthly payment paid in arrears during term time only subject to meeting the school's standards of attendance, punctuality, behaviour, classwork and homework		
Eligible group for this bursary:	Tick	Evidence to provide and what to do next
<ul style="list-style-type: none"> <li>• In receipt of Free School Meals or bursary at the end of last academic year</li> </ul>	<input type="checkbox"/>          <input type="checkbox"/>	<p>If you were a student at Harrow High School, the school will check its records.</p> <p>If you were a student at another school/college, you will need a stamped, signed letter confirming you were in receipt of Free School Meals or bursary at the end of the last academic year</p>



# Harrow High School Sixth Form 16 to 19 Bursary Scheme Terms and Conditions

The Harrow High Sixth Form 16-19 Bursary Scheme is payable to eligible students monthly in arrears, provided the following conditions have been met.

- ✓ 100% Punctuality;
  
- ✓ 100% Attendance - Only three occasions of absence will be authorised per school year when covered by a parent/carer's note or phone call. (Any further periods of illness will not be paid);
  
- ✓ 100% Lesson Attendance;
  
- ✓ Behaviour in line with home/school agreement;
  
- ✓ Routine doctor/dental/medical appointments should be made outside of school hours;
  
- ✓ All homework to be completed and handed in on time.

Student Name.....

Signed .....

Date .....