



Student Bursary Policy (Sixth Form)

Who is eligible for payments from the bursary?

There are three main groups:

1. **General Bursary** of £1,200 which goes to:
 - students in care
 - care leavers
 - students claiming income support
 - disabled young people who receive Employment Support Allowance and Disability Living Allowance

2. **Discretionary bursary** payments made by Parmiter's School. Most of these payments will be made on a half termly basis. The school can also provide lump sums or smaller weekly payments. In order to be fair in the allocation of these funds the following criteria will be used for identifying who is eligible:-
 - a. Students who are eligible for free school meals
 - b. Students who are within the Discretionary Bursary Fund criteria (see below).

3. **Specific bursary support** - This fund provides financial support at specific times for a student during their course of study. This may include a change in circumstances that creates an immediate need for financial support. *See details below.*

Discretionary Bursary Fund Criteria

A student whose parent/carer receives any of the following are entitled to a discretionary bursary support:

- Income Support (IS)
- Employment Support Allowance (Income Related)
- Child tax Credit, provided they are not entitled to Working Tax Credit and have an annual taxable income (as assessed by The Inland Revenue) as under current legislation.
- Income-based Job Seekers Allowance (IBJSA)
- Guaranteed Element of State Pension Credit
- Support under Part VI of the Immigration and Asylum Act 1999.

N.B. Students who receive these benefits in their own right are also entitled to discretionary bursary fund support.

Evidence must be dated within three months of an application. If there is no recent proof a previous award letter will be acceptable if it is accompanied by a recent bank or Post Office account statement showing benefits paid.

Students in receipt of FSM need to provide the Free School meals letter of confirmation and evidence of benefits received.

As a student progresses into Year 13 they need to reapply for bursary payments for the following year.

‘Specific Bursary Support Fund’

This fund is available at any time during the academic year and is provided as a ‘one off’ payment to the student. This fund is aimed at those students who face a change in circumstances that creates specific financial problems of a short term nature. Applications are then considered by Mrs Stevens, Mr Biggs and Mrs Rowland.

Payment of Bursaries

Payments of both General and Discretionary bursaries will be paid half termly by BAC payment made out to the young person unless otherwise indicated by the young person. In some cases, ‘in kind’ payments may be more suitable; for example, transport passes for school buses. Payments for ‘Specific bursary Support’ will be made in full when the application is approved.

Conditions of Payment

- Payment is conditional on good attendance including punctuality and approach to study.
- All absences must be properly notified by informing Mrs Zanetti, the Sixth Form Administrator, either by email, j.zanetti@parmiters.herts.sch.uk, or by telephone on each day of an absence.
- Planned absences (e.g. medical appointments, University visits etc.) should be notified by completing a ‘authorised absence’ slip and returning it to Mrs Zanetti before the date of the event.
- Student should be punctual to registration and lessons and there should be no ‘lates’ reported on the attendance register.
- Holidays during term time and prolonged medical absences will not be paid as the bursary is awarded to support participation in education.
- Behaviour and effort in lessons are also conditions of payment and negative feedback from teaching staff will result in bursary payments being declined.

Application Deadlines.

Applications for the ‘General Bursary’ and the ‘Discretionary bursary’ need to be made by the last Friday in September and payments will be back dated to the start of term.

Applications for Specific Bursary can be made at any time during the course of the academic year.

Please refer to the Sixth Form area of the VLE to view and download the application form.