

Woodbridge High School

16-19 BURSARY FUND

16-19 BURSARY SCHEME

INTRODUCTION:

Welcome to Woodbridge High School. This booklet provides you with important information about the **16-19 BURSARY FUND**. The Bursary is split into two parts; **Major** and **Minor** and aims to help you with advice and how to apply for it. Additional information can be accessed at www.direct.gov.uk/16-19bursary

It has been prepared for your benefit, so **please read it very carefully**. It will help you to learn more about the Bursary Fund and what action you need to take.

WHAT IS THE 16-19 BURSARY FUND?

The 16-19 Bursary Fund, which is a scheme to help young people facing financial hardship to stay on in full time education. The scheme made up of two parts:-

MAJOR BURSARY:

- Those most in need will be eligible for a Bursary of approximately £1,200 a year. This group includes young people in care, care leavers, young people receiving income support and disabled young people receiving both Employment Support Allowance and Disability Living Allowance

OR

MINOR BURSARY:

- Other students who need financial support to help them stay in education may be able to apply for a Bursary to help with the costs of transport, food, equipment or other course-related costs.

As a general guideline, pupils eligible for free school meals (FSM) should apply for the Minor Bursary.

WHEN?

The scheme will start **EACH SEPTEMBER**. The money will be distributed by WHS during the current academic year and will be paid by cheque, fortnightly in arrears.

WHAT TO DO?

Ask the Bursary Fund Officer in the Finance Office for an application form (Appendix 1), or download from our school website. If you are currently enrolled at WHS we will be aware of your eligibility for FSM. If you are new to the sixth form, we will require evidence of your eligibility. If you are in care or a care leaver, the local authority will need to provide a letter to WHS confirming this.

HOW MUCH?

WHS is allocated a limited amount of money each financial year, (dependant on FSM numbers), to distribute to pupils; priority is given to young people in care, care leavers, young people receiving income support and disabled young people, these pupils will be eligible for the Major

Bursary. The fund is not unlimited. We aim to pay £10pw but there is no guarantee that it will not be reduced during a school year.

CONDITIONS FOR RECEIPT OF THE BURSARY:

Pupils will be required to meet conditions of attendance, behaviour and standard of work to receive the Bursary. Late marks or unauthorised absences are not accepted. Late marks are applicable for both AM registration and lessons. **If you are late for AM registration and/or lessons then you will NOT be paid.**

CAN I APPEAL?

Pupils can appeal if they believe they have been treated unfairly. Please see Appendix 4 – Bursary Appeal Form.

WHAT DO I NEED TO DO TO APPLY FOR THE BURSARY?

- If you are eligible for the Major Bursary, please complete the application form and provide evidence confirming your status to the Bursary Officer
- If you are eligible for the Minor Bursary, please complete the application form, you will be on our school data base as eligible for free school meals (FSM) which we will cross check.

Please note: The priority pupils are guaranteed payments first. These are the pupils who fall into the **Major Bursary** category and are deemed the most disadvantaged. The balance of the grant we receive will then be divided amongst the Minor Bursary applicants. Once you have been accepted for the fund, please ensure you open a bank account to enable you to pay your cheques in, approx. £10pw. (Please note, depending on numbers who qualify from the start of the new academic year, we may need to reduce this weekly amount.)

WHAT HAPPENS NEXT?

The Bursary Officer will ask you to complete a school 16-19 Bursary Contract (see appendix 2) which informs you of the standards that are required in order to receive the Bursary. **IT IS IMPORTANT YOU READ AND UNDERSTAND THIS.**

The Bursary Officer will check fortnightly that you have achieved 100% attendance, received no late marks, no behaviour referrals, and will then authorise a fortnightly payment, as long as all the criteria has been adhered to. A payment may be made for one week only if 100% attendance has been achieved in one week of the fortnightly cycle but not the other.

QUERIES ABOUT THE APPLICATION PROCESS

If you have any questions concerning the completion of the application form you should talk to the Bursary Officer in the Finance Office, in the first instance.

THE ROLE OF THE SCHOOL:

As mentioned above, WHS will endeavour to distribute the **Major Bursary Fund** to those students most in need of financial support first. The remainder will then be divided amongst those students receiving free school meals (FSM). Please note that the Bursary Fund is finite and if the number of students eligible increases, we reserve the option of reducing the individual amounts payable during the school year. WHS will administer the 16-19 Bursary Fund with consistency, fairness, sensitivity and discretion to ensure good practice.

WHEN WILL THE PAYMENTS BE MADE?

Payments will be paid **fortnightly** in arrears for both the Major and the Minor Bursary Fund applicants. You will collect your cheque on the Wednesday after each payment cycle, from the Bursary Officer in the Finance Office, Wynndale Building. If payments are stopped for any reason, the Bursary Officer will notify you via your school email address on a Monday. It is your responsibility to check this email regularly and reply to it, if marks have been changed.

(NOTE: Payments may be backdated to a maximum of 6 weeks only under exceptional circumstances and on a case by case basis)

CONDITIONS OF THE SCHEME:

Students must 'earn' their Bursary payment. The contractual agreement you are entering into sets out what is expected of you in terms of attendance, course work and progression.

Payment of the fortnightly Bursary will be based on your attendance at every single lesson including AM registration. You must attend **all** your timetabled lessons each week in order to qualify for the Bursary payment for each week. **Late marks are not accepted (this includes AM registration)** and you will not receive your Bursary for that week should you be marked late for registration/lesson, so please make sure that you are not late!

If for any reason you do not attend a lesson, please notify the Sixth Form Administrator. Valid reasons for authorised absence are listed below. You will need to have submitted relevant paperwork to the Sixth Form Administrator **IN ADVANCE** to support this absence.

Queries

Where there are queries in respect of your attendance, you will need to contact the teacher that was responsible for taking the register for that period. It will be your responsibility to let the Bursary Officer know once a query has been resolved. Your payment will then be processed or if necessary, you will be informed, via e-mail, of the reasons why your Bursary will not be paid. Please note that this takes time and will delay payment. (See Appendix 3 for an example of a 'Notification of 16-19 Bursary Stoppage' Form).

In the event that the **only** reason for non-payment is that a teacher has not completed the electronic register (-), the Bursary Officer will also contact the teacher directly in order to try to rectify the situation, but you must also; Bursary cannot be paid if (-) shows on your attendance.

Absence

Payments for missed lessons may only be made if absence has been *authorised* and the Bursary Officer has been advised in **ADVANCE**.

The following **are** acceptable reasons for absence:

- Study Visits
- Study Leave
- Hospital/medical appointments (appointment cards will be required as evidence). It is not anticipated that the absence would be for the entire day.
- Religious Holidays

- Open Days and interviews at University/College
- Work Experience Placements
- Driving Test
- Illness (a note from your parent/carer will be required and must be authorised by the Head of Sixth Form) (maximum 2 days absent in any one week will be paid, only if approved)

The following are **not** acceptable reasons to be absent and therefore payment will not normally be paid for absence due to the following reasons:-

- Family Holidays During Term Time
- Employment which is not part of your studies
- Driving Lessons

APPEALS' PROCEDURES

If the school decides to stop any part of your payment, the reasons why will be explained to you, in writing, via e-mail by the school, (e.g. "you missed lessons on Tuesday afternoon or you were marked late Friday morning"). **If you have a query about the decision, please contact the Bursary Officer in the first instance.** (Who can be found in the Finance Office in the Wynndale building).

If you are still not happy with the decision that has been taken, then you have a right of appeal. You will be asked to complete an Appeal Form, which you can obtain from the Bursary Officer (See Appendix 4). You will need to give the full reason(s) for your appeal and to provide any documentation that you feel is appropriate for consideration in the matter.

Please note: The school has nothing to gain by a student not being paid. We are the administration body only and have to follow set guidelines. The Bursary Officer has to be able to justify each and every payment. We are audited with regard to best practice and as such we have to be seen to be fair and consistent. At all times our aim is to be fair and equitable to all students.

MORE INFORMATION

Details of the 16-19 Bursary Fund as mentioned under the introduction page may be found at:- www.direct.gov.uk/16-19bursary

APPENDIX 1 (sample)

**WOODBRIIDGE HIGH SCHOOL
16-19 BURSARY APPLICATION FORM**

I would like to be considered for support from the 16-19 Bursary Fund.

I am applying on the following basis – please tick as appropriate

- I am currently in care or I am a care leaver.
- I am a young person receiving income support.
- I am a young person receiving both Employment Support Allowance and Disability Living Allowance.

- I am currently in receipt of Free School Meals and would like to be considered for assistance from the 16-19 Bursary Fund.

- My parents receive Working Tax Credits but whose annual household income does not exceed £15,860

Please attach any relevant documentation which confirms your status. Please submit to the Bursary Officer in the Finance Office. We can confirm FSM status from our internal systems.

Student Signature:..... Date:.....

Student Print Name:.....

Bursary Officer's Signature:..... Date:.....

Appendix 2: (sample)

WOODBIDGE HIGH SCHOOL 16-19 BURSARY CONTRACT

Your 16-19 Bursary is paid to you on condition that you achieve full attendance and meet the standards of behaviour and effort agreed at the start of your studies here at Woodbridge High School. The following explains what is expected from you and what you can expect from us:-

You are expected to:

- Attend **all** lessons as detailed on your timetable this includes AM registration
- Ensure that you are punctual to all your lessons, **payment will be stopped for all late marks (including AM registration) and unauthorised absences**
- Get permission **in advance** for any time that you must take off, so your mark will be for an authorised absence
- Follow the Woodbridge High School absence procedures
- Ensure that your behaviour and effort meet the required standards
- Ensure that you check your *school* e-mail regularly as this is how 'notices of stoppage of payments' will be communicated to you.
- Open up a bank account as payments will be made to you, the student, fortnightly by cheque

Woodbridge High School is expected to:

- Issue cheque payments to you fortnightly in arrears – payments will be based on 100% attendance
- Keep records of your attendance
- Monitor your attendance and any absence
- Monitor your behaviour and your effort
- Let you know within a reasonable time if your payment has been stopped and the reason that it has been stopped – communication will be by e-mail to your school email address 48 hours before payments raised – any disputes should be addressed within these 48 hours
- Respond to your queries/problems in respect of the payment decision

Getting permission for an absence (i.e. authorised absence):

It is understood that there is very occasionally a reason why you may need to apply for permission to be absent. It is up to Woodbridge High School to agree this planned absence. If we agree **in advance** of the absence, then your 16-19 payment will not be affected. The following list shows examples where permission may be granted on a limited basis:

- Study Leave
- Study visits
- Hospital/medical appointments (appointment cards will be required as evidence). It is not anticipated that the absence would be for the entire day.

- Religious holidays
- Open days and interviews at University/College
- Work experience Placements
- Driving Test
- Illness (a note from your parent/carer will be required and this will need to be authorised by the Head of Sixth form, (maximum 2 days absent in any one week will be paid, only if approved)

Other kinds of absence (unauthorised absence):

16-19 Bursary payments are given on condition of 100% attendance. If you are absent without permission/marked late to a lesson, have not given prior notice when applicable, then you will not receive your payment from the Bursary Fund

The following examples are **NOT** acceptable reasons to be absent and therefore payment will not normally be paid for absence due to the following reasons:

- Family holidays during term time
- Employment which is not part of your studies
- Driving lessons

Where an absence genuinely could not be foreseen in advance, you should make arrangements to tell Woodbridge High School as soon as possible on the day in question. Where you fail to do this, the absence will be treated as unauthorised and therefore no payment will be paid for that week.

If you receive a late mark for AM registration and/or lessons:

You will not be paid for that week

If your behaviour is deemed to be unacceptable:

If your behaviour is deemed to be unacceptable, your bursary payment will be withheld with immediate effect.

If your effort is deemed unacceptable:

You will not receive a 16-19 Bursary payment if your effort is deemed unacceptable.

If any attempt is made to obtain the 16-19 Bursary fraudulently, payment will be suspended for an appropriate time and the Head of Sixth Form will be notified.

If you are excluded:

You will not be eligible for 16-19 Bursary payments if you have been excluded.

If you wish to appeal:

Any query about a payment decision, must initially be addressed to the Bursary Officer. To appeal against a payment decision, contact the Bursary Officer for an appeals form.

Student signature: Date:

Student Print Name:

Bursary Officer's signature: Date:

Appendix 3: - EXAMPLE of NOTIFICATION OF STOPPAGE EMAIL

19 October 2022

Dear **SAMPLE LETTER**

We have been unable to pay all or part of your bursary for the period covering the last two weeks due to the fact that you were marked late or absent from one or more of your lessons during this period. The details of the absence/s are shown below: **EXAMPLE**

Fri 15/02/19 p3 (L)

Tue 12/02/19 p2 (N)

Wed 13/02/19 p2 - Thu 14/02/13 p1 (N)

Thu 28/02/13 p3 (-) This is the only attendance mark that can be altered regards payments. You will need to contact your class teacher to confirm your attendance by requesting a change for your mark on the electronic register (SIMS) for each missing period, shown as (-). You must then email bursary office at kjandu@woodbridgehigh.co.uk to advise a change has been made to the register, if you do not advise change has been made, you will not be paid.

Please note, (L) or (N) will not be paid. (L) marks are applicable to both AM registration and/or lessons

Where the absence was authorised, for example, a medical appointment or university open day, you will need to have provided evidence to the Sixth Form Administrator advising of the absence **in advance** so the register can be marked as 'authorised absence'.

Once I have received confirmation that you have attended every lesson, or proof that any absences were authorised, I will then be able to pay your bursary.

Yours sincerely

Mrs K Jandu
Finance Assistant & Bursary Officer

PLEASE NOTE:

Period 5 refers to any timetabled lunchtime lesson you may have and Period 6 refers to the period after lunch.

(-) means that the register was not taken for that period – this can be altered by your class teacher only – you must go and see them by Wednesday latest of the Bursary payment week. If the mark is being changed, you must advise by email kjandu@woodbridgehigh.co.uk that the mark has been changed, payment will then be made

(L) means that you were late for AM registration and/or the lesson – no payment can be made – be on time in future

(N) means that you were not in the lesson and no reason has been given – no payment can be made for an unauthorised absence



WOODBIDGE HIGH SCHOOL

Pride In Achievement

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Tel: 020 8504 9618

www.woodbridgehigh.co.uk

info@woodbridgehigh.co.uk

Appendix 4:

EXAMPLE

WOODBIDGE HIGH SCHOOL 16-19 BURSARY PAYMENT APPEAL FORM

NAME:

FORM:

DATE:

I wish to appeal the decision to stop my 16-19 Bursary payment for the week beginning:

DATE: Monday.....

My appeal is based on the following facts:

I enclose the attached evidence:

I wish to meet the Head of Sixth Form to personally present my case: YES/NO

SIGNED:

DATE:

Your appeal will be considered by the Head of Sixth Form and a decision made within 14 days of your application or 7 days of your meeting with the Head.

OUTCOME OF APPEAL

ORIGINAL DECISION UPHELD: YES/NO

REASON:

SIGNED:

DATE:

