



## 16-19 BURSARY FUND

### About Tonbridge Grammar School 16-19 Bursary Fund

Tonbridge Grammar School receives funding from the ESFA to administer the 16-19 Bursary Fund.

The funding will be targeted to students who are facing a financial barrier to participation in the complete education experience at Tonbridge Grammar School. The funding award can be used to fund transport to school, trips, books, suitable clothing, equipment, and school provided meals. Evidence of these costs will be necessary to apply for the funding.

There are three types of bursaries available:

#### 1. Vulnerable Bursary

Young people in care, care leavers, young people in receipt of Income Support and young people who are in receipt of both Disability Living Allowance or Personal Independence Payments and Employment Support Allowance are eligible to receive up to £1,200 per annum. Written evidence of such status must be provided to confirm eligibility. The School will, on receipt of the necessary evidence, complete a 'Vulnerable Bursary' claim form.

#### 2. Sixth Form Promise

Designed to support young people who face the greatest financial barriers to participation in the full TGS Sixth Form Experience. Support is available to students who were in receipt of the Pupil Premium Grant in Year 11, and/or you are in receipt of Free School Meals.

#### 3. Discretionary Bursaries

1. Students must be aged 16 and under 19 on the 31<sup>st</sup> August before the academic year in which they start their programme of study. If they turn 19 during the academic year, they will continue to be eligible until their programme of study ends or the end of the academic year, whichever is the sooner.
2. The student must satisfy the residency criteria. We can check this for you. Detail of how to claim can be found via this link <https://www.gov.uk/1619-bursary-fund>
3. In order to target the students in greatest need, the school has set out the following financial evidence to assess the household income.
  - a) Tax Credits
  - b) Income Support
  - c) Disability Allowance
  - d) Job Seekers Allowance
  - e) Guaranteed Pension Credits
  - f) Free School Meals entitlement / other financial circumstances

### 16-19 Bursary Fund

Date of last review: June 2021

Tonbridge Grammar School

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## **Application Process**

Applications are welcomed from the summer of the preceding academic year.

You will be informed if your application has been successful and the amount of the bursary as soon as possible so that funding can be made available.

## **Payment of and value of Award.**

Normally payment will be made in-kind e.g. bus pass, meals and other school activities. In other circumstances e.g. purchase of a train pass – payment will be made into the student's bank account except where, with evidence, another person has made the purchase. The school will award students whatever they feel is required to ease the financial barriers to learning, within the limitations of the funding provided by the ESFA. Students will be assessed individually and offered a bursary based on their financial need.

All claims made and evidence provided will be retained in case of audit by government officials and will be kept locked in a secure and confidential area within the school. Access to this information will be strictly limited to the Awarding Panel (which is comprised of the Head of Sixth Form, the Pupil Premium Coordinator and the Deputy Head Teacher) and ESFA Officials.

All payments are subject to adherence of the sixth form code of conduct, dress code, attendance and behaviour policy.

## **In Year Changes to circumstances**

Where a student is aware that either they are claiming the bursary and his/her financial situation has changed such that they are no longer eligible, they must notify the school Finance Manager in writing, stating details, as soon as they are aware of this fact. If evidence arrives at the school to suggest circumstances have changed the school reserves the right to enquire about this and can request further evidence from the household occupants to support the claim. Where this is unreasonably withheld or confirms ineligibility, the bursary payments will cease with immediate effect.

Where a student falls into financial hardship and believes they are now eligible for the bursary, an application can be made by completing the application form and again providing all the necessary evidence. The forms will be reviewed as soon as possible. The value of the award may be pro-rata for the year. The award cannot be back dated beyond the current academic year.

## **Appeals Process**

If a student is unhappy with the assessment of eligibility, or the withholding of payment due to poor attendance or behaviour, an appeal can be made in writing to the Head Teacher. All appeals will be reviewed and responded to within 10 working days of receipt of appeal request. The value of the award given cannot be challenged.

## **Annual Review of Policy**

The Bursary is for *one* academic year and a new application is required for further years.

**The policy will be reviewed annually or when required if guidelines change at ESFA or equivalent.**

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**Part 4: Bursary Application** – please indicate the bursary that is most relevant to your circumstances.

**Category 1: Vulnerable Bursary of £1,200 per annum**

If any of the following circumstances apply to you, please tick the appropriate box:

- You are looked after by the Local Authority
- You are a Care Leaver
- You are 16-19 in receipt of Income Support, or Universal Credit in place of Income Support, in your own right
- You are 16-19 in receipt of Employment and Support Allowance or Universal Credit and disability Living or Personal Independence Payments in your own right
  
- I confirm that I wish to apply for a Category 1 (Vulnerable Bursary) of £1,200 per annum**

You can now move on to Part 5 of the form and tell us about the support that you require

**Category 2: Access to Sixth Form Promise**

If any of the following circumstances apply to you, please tick the appropriate box:

- You qualified for the Pupil premium Grant in Year 11  
***By ticking this box you are giving permission for us contact your previous school if you are joining TGS.***
- You are in receipt of Free School Meals (FSM) at any point in your Sixth Form studies  
***You do not need to provide additional evidence as the School has records of your FSM status.***
- I confirm that I wish to access the TGS Sixth Form Promise.**

You can now refer to the TGS Sixth Form promise to see the support that is provided and how to access it.

**Category 3: Discretionary Bursary**

If any of the following circumstances apply to you, please tick the appropriate box:

Type of Income	Evidence Required
<input type="checkbox"/> Your gross household income is less than £30,000 per annum	Include last 3 monthly wage slips or last 6 weekly wage slips or 4 fortnightly wage slips. If self-employed, provide audited accounts or official tax return
<input type="checkbox"/> Income Support	Most recent award letter
<input type="checkbox"/> Working Tax Credit / Child Tax Credit	Pages 1-4 of your most recent Tax Credit Award
<input type="checkbox"/> Income-based Employment and Support Allowance (ESA)	Most recent award letter
<input type="checkbox"/> Universal Credit	Most recent award letter
<input type="checkbox"/> Other Benefits/Pensions (specify)	Most recent award letter

You can now move on to Part 5 of the form and tell us about the support that you require.

## Part 5: Support Requested

The Education & Skills Funding Agency does not recommend that large or lump sum bursary payments are made to students.

The School follows this advice and therefore offers individual support as outlined below.

Please complete the table below to indicate how you wish to receive your bursary funding, if approved

Type of support requested	Tick if requested	Amount £
<p>Support towards the cost of travel (the amount of support will be assessed on an individual basis).</p> <p><i>Please tick how you travel to school and provide details as requested below:</i></p> <p><input type="checkbox"/> By Bus</p> <p><input type="checkbox"/> By train</p> <p><i>If by train, please provide details of the most cost-effective option including student railcard discount:</i></p> <p>Station: _____</p> <p>Cost per day with railcard discount x 185 days: £ _____ <i>(assumes 100% attendance over 185 school days in a year)</i></p> <p>Equivalent annual season ticket price: £ _____</p> <p>Please enter the amount for the most cost-effective option in the right-hand column.</p>		£
<p>Uniform Costs – <b>Max £100</b></p> <p><i>(Please enclose receipts/evidence of costs if already purchased)</i></p>		£
<p>Stationery/Equipment <b>Max £50</b></p> <p><i>(Please enclose receipts/evidence of costs if already purchased)</i></p>		£
<p>Books required as part of the IB curriculum</p>		£
<p>Calculator as required for the IB Maths course</p>		£
<p>University-related Trips <i>(please enclose details of university, receipts/evidence of costs)</i></p> <p><input type="checkbox"/> University Open events/Offer Holder Days (maximum 2)</p> <p><input type="checkbox"/> University Interview Visits (maximum 5)</p>		
<p>Curriculum-related Trips <i>(Please provide details below):</i></p>		£
<p><b>Total Support Requested</b></p>		£

**Part 6: Student Payment Details (BACS)**

Name of Bank	
Bank Branch	
Account Holder's Name	
Account Number	
Sort Code	

**Part 7: Declaration***Please Tick:*

- I certify that the information given above is correct and understand that the School has the right to reclaim any funds and equipment costs, if I am found to have provided incorrect information or do not complete my course.
- GDPR consent: I agree to the school using the above data to assess my application and if successful make payments to me. (This form and associated paperwork will be shredded three years after a student leaves the school).

Signature of student	
Signature of parent	
Date	

**Remember:**

Your application will not be assessed unless you give your full details and include documentary evidence of household income. If you do not have the specified evidence, please contact the Finance Office to discuss possible alternative evidence options. You can also attach a letter outlining any special circumstances that may apply in your case.

**Please return this form to the School Office marked '16-19 Bursary Fund' or post to:**

TGS 16-19 Bursary Fund  
 Tonbridge Grammar School  
 Deakin Leas  
 Tonbridge  
 Kent  
 TN9 2JR

If you need any additional information, help completing the application form or further support, please contact the Finance Office, in confidence.

**For Office Use Only:**

Form checked by:		Date:	
<input type="checkbox"/> Category 1 Vulnerable Bursary <input type="checkbox"/> Category 2 Sixth Form Promise <input type="checkbox"/> Category 3 Discretionary		Total Bursary Granted: £_____	
Approved by:		Date:	