



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.

Complete Section 1 in Part 4 of the Application 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. A full support package is available to students who were in receipt of the Pupil Premium Grant in Year 11 and/or they are in receipt of free school meals in the sixth form. Students can apply for all items listed in Part 5 of the Application Form.

Complete Section 2 and if applicable Section 3 in Part 4 of the Application Form. Indicate the specific items requested in Part 5.

3. **Discretionary Bursaries**

Designed to support students who are in financial need but were not in receipt of the Pupil Premium Grant in Year 11 or do not qualify for free school Meals in the sixth form. Students must be aged 16 and under 19 on the 31st 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.

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>

In order to target the students in greatest need, the school has set out the following financial evidence to assess the Discretionary Bursary:

- a) Gross Household Income less than £30000 per year*
- b) Tax Credits
- c) Income Support
- d) Disability Allowance
- e) Job Seekers Allowance
- f) Guaranteed Pension Credits
- g) Free School Meals entitlement / other financial circumstances

* The "household income" will include all adults living within the dwelling and must be the legal address for the student held on the school's records. Where circumstances change it is the responsibility of the student/parent/carer to advise the school. In some circumstances eligibility for the award may be withdrawn.

The Discretionary Bursary is for specific educational purposes (see items in Part 5 of the Application Form).

Complete Section 3 in Part 4 of the Application Form and indicate the specific items requested in Part 5.

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Date of last review: January 2024

Tonbridge Grammar School

What the Bursary Fund can support

The DfE Guidance on the use of Bursary Fund states that is intended to help with transport, books and equipment, field trips and other course-related costs, work placements and university interviews/open days at the school's discretion.

The Bursary Fund is not intended to

- provide learning support – services that schools give to students – for example, counselling, mentoring or extra tutoring
- support extra-curricular activities where these are not essential to the students' study programme
- support general household incomes

The Bursary Fund supports the TGS Sixth Form Promise which is designed to support those young people who face the greatest financial barriers to participation in the full International Baccalaureate Diploma Programme (IBDP) and TGS Sixth Form experience. The Promise provides:

- Support towards the cost of travel to school (equivalent to the cost of the Kent Young Person's Travel Pass).
- A grant towards the cost of clothes required by the TGS Sixth Form dress code.
- Increased individual access to IT through the provision of a laptop.
- Essential equipment for lessons - e.g. text books, revision guides, a calculator, folders and stationery, a diary and a lab coat.
- Free music tuition and loan of an instrument
- Free trips forming a part of the IBDP curriculum e.g. field trips
- A contribution towards one international trip.
- Free access to individual advice and guidance in relation to career planning.
- Support towards the cost of Higher Education visits and interviews

Thanks to further support from the school's Debney Fund, eligible students also qualify for a contribution of £500 towards university or apprenticeship set-up costs when their final pathway and destination is confirmed.

Schools must manage the number and size of discretionary bursary awards to keep within their budget. Therefore, the value for each part of the promise may vary from year to year depending on the number of eligible students requesting support. We aim to retain a small emergency fund from our bursary allocation to support students who face exceptional circumstances during the year due to a change in their situation, if it impacts on their ability to participate in education.

Application Process

Applications are welcomed from the summer of the preceding academic year. Initial applications for the bursary should be submitted by the end of September. This is so an assessment can be made of the overall level of demand holistically and discretionary awards can be made on a fair basis. However, a student's circumstances and needs may change later in the year, so there is no absolute cut-off point for applications and further requests for support can be made throughout the 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.

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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Date of last review: January 2024

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APPENDIX

Tonbridge Grammar School
16-19 BURSARY FUND FOR SIXTH FORM STUDENTS
Application Form

Part 1: Student Details	
Forename	
Middle Name/s	
Surname/Family Name	
Date of Birth	
Age on 31 August 2020	
Home Address	
Postcode	
Home Telephone	
Mobile	
Email Address	

Part 2: Parent/Carer Contact Details	
Title	
Forename	
Surname	
Relationship	
Address	
Postcode	
Home Telephone	
Mobile	
Email Address	

[illegible]

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

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

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.
- ☐ One of the circumstances listed in Category 3 below apply.
Please all tick boxes that are relevant.

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"/> Working Tax Credit / Child Tax Credit	Pages 1-4 of your most recent Tax Credit Award
<input type="checkbox"/> Universal Credit	The 3 most recent monthly award statements indicating current payment schedule showing the amounts received.
<input type="checkbox"/> Other Benefits/Pensions (specify)	

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: £ _____ (assumes 100% attendance over 185 school days in a year)</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 – Max £200</p> <p><i>(Please enclose receipts/evidence of costs if already purchased)</i></p>		£
<p>Stationery/Equipment Max £50</p> <p><i>(Please enclose receipts/evidence of costs if already purchased)</i></p>		£
Text books and revision guides required as part of the IB curriculum		£
Calculator as required for the IB Maths course		£
Music Tuition at TGS		£
<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 per year)</p> <p><input type="checkbox"/> University Interview Visits (maximum 5 per year)</p>		
Curriculum-related Trips <i>(Please provide details below):</i>		£
Total Support Requested		£

Part 6: Student Payment Details (BACS)	
Name of Bank	
Bank Branch	
Account Holder's Name	
Account Number	
Sort Code	

Part 7: Declaration	
<p><i>Please Tick:</i></p> <p><input type="checkbox"/> 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.</p> <p><input type="checkbox"/> 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).</p>	
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 (Debney) <input type="checkbox"/> Category 3 Discretionary		Total Bursary Granted: £ _____	
Approved by:		Date:	