



THE CAVENDISH SCHOOL STUDENT BURSARY POLICY

Date approved: May 2015
Date review: May 2018

Who is eligible for payments from the bursary?

There are two main groups:

Vulnerable Student 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

Discretionary bursary payments are made to students to support their learning needs:

In order to be fair in the allocation of these funds the following criteria will be used for identifying who is eligible:

Discretionary Bursary Fund Criteria

- A student whose parents/guardian receives any of the following are entitled to a discretionary bursary support:
 - Income support
 - 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) which from 6 April 2010 does not exceed £17,000.
 - 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 in their own right are also entitled to the 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.

Application process:

- As a student progresses into Yr13 they need to reapply for the bursary schemes, before the end of the academic year, for the following year.
- Students are encouraged to apply to for the bursary schemes before the start of the academic year. Information and application forms are sent to all Yr11 students and parents with confirmation of their Sixth Form place. In addition, parents and

students are advised about the Bursary Schemes along with student induction letters and at the Into Key Stage 5 events.

- Deadline for applications-Friday 11th September 2015. However we will accommodate students when their family have a change of circumstances during the academic year.
- On application for a bursary, parents' will be sent letter BL1 requesting evidence of eligibility.
- When eligibility is established parents/guardians are sent letter BL2 with the associated 16-19 Bursary Funding Agreement.

Claims procedure:

Vulnerable Bursary:

At the beginning of the academic year a schedule for payment of £1200 over the academic year is agreed with individual students. Students to complete claim form CL1 before each payment.

Discretionary Bursary:

Claim form CL1 to be complete by the student for reimbursement of expenses. Payment will only be made on production of a receipt. In cases of hardship students will complete a claim form and be given cash to fund their expenditure, a receipt will still be required.

N.B. Payments are made by cheque unless otherwise requested. Examples of items that can be claimed for are: Text books, revision guides, contribution towards school trips, educational materials etc

Conditions of payment

Full attendance and punctuality at all lessons and registrations (except in the case of genuine authorised sickness, other absences as authorised by the Head of Sixth Form such as university open days, work experience, educational visits, funeral of close relative or friend, doctor/dentist appointment notified 48hrs in advance).

High standard of work

Exemplary behaviour

Points for review:

More specific conditions of payment