



# Gillingham School

Hardings Lane, Gillingham, Dorset, SP8 4QP



## Gillingham Sixth Form 16-19 Bursary Fund – Policy



*To apply, either scan the QR code or click on the link below*

<https://forms.cloud.microsoft/e/uzKtMAhMeQ>

### Aims of the Bursary Fund

The Sixth Form bursary will be operated in order to distribute the funds allocated by the government as fairly as possible through considering each student's household income and the additional costs each student incurs through Sixth Form Study from the age of 16 to 19. All students living in a household where the annual total household income is **below £28,000** per annum can apply to be considered for bursary support.

### ELIGIBILITY

The following groups of students will be eligible for support, provided that the conditions stipulated by the government are met.

#### **Group 1 – Students where the household income falls into the following brackets** **(Discretionary Bursary)**

- Students living in a household where the combined household income is **below £28,000** can apply for financial support. Eligibility is determined by means assessment of combined annual household income (to include net salary and/or benefits and Universal/Tax Credits within the threshold limit).
- Financial support will be considered proportionally, and priority given, as follows:

<u>Priority</u>	<u>Household Income</u>
High	Under £16,191
Medium	From £16,191 to £24,000
Low	From £24,001 to £28,000

Proof of income will be required. This will also apply in the current tax year if, through benefit documentation, a change in circumstances can be proven that demonstrates that the annual household income (including benefits) is now below £28,000.

## **Group 2 – Young people with caring responsibilities (Discretionary Bursary)**

- A student who is caring for a parent or other relative may be entitled to claim bursary funding. All applications should be accompanied by a GP letter confirming status as a 'young carer' and/or evidence that the student is registered with the Young Carers Service or receives Carers Allowance

## **Group 3 – Most Vulnerable Students (Vulnerable Student Bursary)**

Students who are within this group will be entitled to a bursary of **up to £1,200**. **This funding is claimed directly from the government by the school and is separate from the discretionary bursary.** The school may, at its discretion, also award an additional amount from the Discretionary Bursary.

To be within this group, students will be:

- Young people who are looked after by the local authority
- Care leavers
- Those in receipt of income support (in their own right)
- Disabled young people in receipt of both Employment Support Allowance & Disability Living Allowance.

## **HOW THE BURSARY AMOUNT IS CONSIDERED**

The school will consider the individual circumstances of each student, together with costs that are incurred through their study in the Sixth Form. Please note that any 'loss of potential earnings' through being in full time education is excluded from this consideration. Once eligibility has been confirmed, the amount of funding will be allocated according to need. We will assess your need according to the number of household dependents, the distance travelled to attend Sixth Form, any requirement for educational equipment not supplied as part of a course or any other factors deemed relevant.

Funding is only provided for the weeks during which students are at school. No payments will be made for weeks falling within the school holidays. **Payment will be made to the student via a BACS payment into a bank account in their name. Details will be requested from the student at the time of signing their bursary agreement.**

## **Travel Costs**

Wherever possible, a contribution towards travel costs will be paid direct to the provider. Where this is not possible, a fortnightly payment will be made by BACS to the student to assist with travel costs. This will be awarded on a case by case basis. Any award may be adjusted to reflect the availability of an alternative and less expensive form of transport.

## **Food**

All students in receipt of a bursary award, whether currently receiving Free School Meals or not, will receive a total Free School Meals allowance of **£2.70 per day** which is loaded onto their canteen payment account. This will allow the student to purchase the main meal of the day. If not used, the amount will not roll over.

## **Compulsory Educational Trips**

Compulsory educational trips will be paid for direct from the bursary fund and will not impact the student's draw down allowance amount.

## **Draw Down Allowance**

Each student will be allocated an individually assessed annual draw down allowance. In order to be re-paid for school related expenditure not discussed above, the school will require a receipt or proof of purchase for all items, apart from charges directly made by the school such as non-compulsory educational trips and extra-curricular activity trips.

If the amount in each student's draw down allowance reaches £0, only in exceptional circumstances, and should funding remain in the overall bursary fund for the academic year, will additional requests for funds be considered on a case by case basis.

Some examples of where bursary funding can be drawn down from the student's allowance to assist with costs are:

- Personal Protective Clothing stipulated as necessary for a particular course
- Books, materials and equipment required for a particular course\*
- Educational visits related to subjects studied where non-participation would place the student at a disadvantage
- Non-educational school organised trips where participation would support inclusion and student wellbeing
- Sixth Form Parking Permits
- University, Apprenticeship and Career related visits

*\*Larger items, such as laptops or photography equipment may be available on loan.*

## **FUNDING LEVELS AND PAYMENT INTERVALS**

The level and breadth of support the school is able to offer is dependent on how much is allocated each year to the Gillingham School Sixth Form via POST 16 Funding from the Government's Department for Education (DFE) together with the number of students who are eligible and apply in Groups 1 to 3. We will know this by the end of September of each academic year.

Those students assessed as 'high' priority, and those requiring support for transport to and from school, will take priority, as will the provision of a Free School Meal. Transport related payments may be made on a one-off, fortnightly or half-termly basis or paid direct to the provider. Proof of expenditure will be requested if appropriate. Once funds have been allocated to transport, food and compulsory educational trips, the remainder will be distributed in the form of a draw down allowance for each student where an award is approved.

The Heads of Sixth Form reserve the right to authorise payments outside of the above criteria when there are extenuating circumstances and/or if there is clear educational value in doing so.

All payments are at the discretion of the Head of Sixth Form and Senior Finance Officer.

## **APPLYING**

***To apply, either scan the QR code or click on the link below*** (Should you prefer to complete a printed form, please email [twhyntie@gillingham-dorset.co.uk](mailto:twhyntie@gillingham-dorset.co.uk) or students may collect a form from 6LC.



<https://forms.office.com/e/pTS9M1591y>

Please make your application as early as possible, ideally by 15<sup>th</sup> September 2025. Awards will be confirmed by 30<sup>th</sup> September 2025 and payments will be backdated to the first day of term. We are happy to assist with any enquiries prior to this date regarding individual circumstances and whether these meet our criteria for consideration for the 'vulnerable student' or the 'discretionary' bursary fund.

Should household circumstances change during the academic year, applications can be made at any time and payments will then be backdated either to the date of the application or to the first day of the current term according to individual circumstances and the time of application.

If an application is not approved and you wish to appeal, this should be addressed to the Heads of Sixth Form in writing.

For further advice, please contact Mrs T Whyntie via email [twhyntie@gillingham-dorset.co.uk](mailto:twhyntie@gillingham-dorset.co.uk)