



16 – 19 BURSARY GUIDANCE FOR STUDENT

Date of Last Review – September 2021

What is the 16 – 19 Bursary Fund?

The 16 – 19 Bursary has been set up to support the most vulnerable young people to participate in and benefit from post 16 education and training.

Decisions on eligibility will be made by the Sixth Form Assessment Panel following the completion of the application form and submission of its listed documents.

Decisions on payments will be made three times in the year.

16 -19 Bursary Payment Criteria

In addition to an assessment of financial situation, the assessment panel will use the following criteria to assess payment for support under the 16 – 19 Bursary Scheme:

- ✓ 96% Attendance
- ✓ Maintaining an Effort Grade of 2 or better.
- ✓ Exemplary conduct towards staff and all members of the school community.
- ✓ Excellent Punctuality
- ✓ Adherence to the dress code.

Guidance on Making an Application

- ✓ Fill in the application, in full, ensuring you have read all parts.
- ✓ Attach all supporting documents (evidence showing eligibility). Documents must be for the current financial year. Any original documents, can be copied in the sixth form office.
- ✓ Provide full information on the reasons for the application. This will enable the assessment panel to make a fully informed decision towards your educational related costs.
- ✓ Submit your Bursary Application to the Sixth Form Office no later than: **30th September 2021 in Term 1, Friday 21st January 2022 in Term 3 and Friday 29th April 2021 in Term 5.**
- ✓ The assessment panel will meet to review applications on **Monday 4th October 2020 in Term 1, Friday 4th February 2022 in Term 3 and Friday 13th May 2022 in Term 5.**
- ✓ Decisions on your eligibility for the year and payment decisions will be communicated to you via the Sixth Form team as soon as possible after the panel review in writing.
- ✓ A copy of the 16 – 19 Bursary can be found on the school website, under the Sixth Form Section.
- ✓ Decisions surrounding bursary are confidential, staff will only discuss this with an individual on a one to one basis.

Problems to avoid

- ✓ Please ensure the bank account is in the student's name. We cannot make payments to accounts in any other name. The account should be a current account, most savings accounts will not accept BACS payments.
- ✓ Students need to make an application each academic year, providing fresh evidence each time.



- ✓ Disqualifiers: Eligibility for bursary payments does not guarantee you will get it. When your application is approved by us at the start of the year you are eligible to receive payment that academic year, whether you get paid however, will depend on our decisions at the end of each term.
- ✓ Decisions are based on your adherence to the Home-School Agreement. This includes your attendance, positive feedback from teaching staff and meeting the general ethos of KBA in general.
- ✓ Students will be notified via email of the date payments will be made to bank accounts, therefore it is essential that the correct email address is included in the application, which includes the handwriting being legible.

Questions

If you have any questions please ask Miss Rao (Head of Sixth Form) - via email on samrao@kba.uk or telephone on 01536 515644 extension 130

Application forms can be obtained from the Sixth Form Team or the KBA Website, under the Sixth Form Tab.



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