

TWGGGS 16-19 Bursary**AIM**

Tunbridge Wells Girls' Grammar School (TWGGGS) aims to realise the potential of all its pupils to achieve their very best: this means tackling and overcoming obstacles to achievement and progress caused by material disadvantage; and ensuring full access to the curriculum and wider extra-curricular programme, subject to available funds.

Parents are made aware of the bursary via ParentMail and girls via assembly and form notices.

ELIGIBILITY

To be eligible to receive a bursary, the Sixth Former must be aged 16 and under 19 years of age on 31st August in the academic year in which she starts her programme of study, and must satisfy the Education and Skills Funding Agency (ESFA) residency criteria.

To receive a bursary, the Sixth Former must adhere to the terms detailed in the TWGGGS 16-19 Bursary Agreement, as signed by the pupil.

PAYMENT LEVELS:

There are two types of 16-19 bursary:

Level One Vulnerable student bursary

Level Two Discretionary bursary – awarded by TWGGGS to meet individual needs and aimed at pupils whose household is in receipt of a means tested benefit and who have a household income of below £16,200 (Level 2a), or who have a total household income of below £26,000 (Level 2b).

The amount of funding available for each school to distribute through bursary funding has been determined by the government. The fund is, therefore, cash-limited and not all requests for Level Two bursaries may be able to be met.

LEVEL ONE BURSARY

How much? Up to £1200 per year (£600 in Autumn Term, up to £300 in Spring and Summer Terms)

Who?

Pupils who are:

- in care or who have left local authority care,
- in receipt of Income Support or Universal Credit in their own right, or
- in receipt of Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right
(receipt of a bursary can impact on household/ family benefits received by parents for that child)

How paid?

Cheque at start of each term

How to apply?

Appropriate documentation to prove entitlement will need to be provided to Mrs Ralph, Bursar. On receipt, school will provide assistance with completing the necessary paperwork.

LEVEL TWO BURSARIES

Other Sixth Formers may be eligible for a smaller bursary. These will be determined by the school on an individual case by case basis. The amount that will be paid will be dependent on the number of applications for assistance received and the size of the bursary fund allocated to the school by the government. Priority will be given to enable pupils' participation in educational activities. To enable the school to make an informed decision, the parent/carer will be required to supply documentation indicating entitlement to benefits and proof of income and/ or earnings.

Level Two Bursary funding is for specific educational purposes:

- Essential course books and equipment

- Educational trips which are part of the core curriculum
- UCAS fees and travel to university open days
- Costs of transport
- School lunches

LEVEL TWO BURSARY – LEVEL 2A

How much? Usually a maximum of £800 per year

Who?

Pupils:

- who are in receipt of Free School Meals
- whose household income is below £16,200
- whose household are in receipt of means tested benefits such as:
 - Income support
 - Income-based Jobseeker's Allowance
 - Income related Employment and Support allowance
 - The guaranteed element of State Pension Credit
 - Child Tax Credit (but not Working Tax Credit)
 - Universal Credit

How paid? Cheque in October

How to apply? Please complete the attached application form providing the required supporting documentation

LEVEL 2 BURSARY – LEVEL 2B

How much? £100 - £800 per year depending on individual circumstances

Who?

Pupils:

- whose families have an identifiable need but who are not eligible for Level 1 or Level 2a bursaries, and whose total household income is below £26,000
- who have additional responsibilities, eg a young carer

How paid? Cheque in October

How to apply? Please complete the attached application form providing the required supporting documentation

PROCESS

Eligible Sixth Formers should apply for a bursary as soon as possible after admission to Sixth Form; deadline for application is end of school on Monday 24th September 2018, to allow for girls moving courses until Friday 21st September 2018. All applications will be considered and assessed by the Headteacher and Bursar. The parent/carer will be notified of the decision, and given an indication of the amount, if applicable, within 21 school days of the deadline for applications. You have the right to appeal and/or complain to the Chair of Governors if you feel that your case has not been given fair consideration. This must be in writing. The final decision rests with the Chair of Governors.

If an application is made for a Lower Sixth pupil, a further application must be made the following year for support when in the Upper Sixth.

However, bursary funding for the Kent County Council (KCC) 16+ Travel Card will be considered early in order to meet KCC Travel Card application deadlines. Therefore, bursary applications which include a request for funding for the KCC 16+ Travel Card must be received in school, with supporting documentation, before 1pm on Monday 25th June 2018 – the parent/carer will be notified of the decision by Friday 29th June.

If a pupil becomes eligible to apply for a bursary due to a change of circumstances after the September deadline, the application form should be submitted as soon as possible and notification of the decision will be provided within 10 school days – any award for a Level Two Bursary will be subject to funding being available.

TUNBRIDGE WELLS GIRLS' GRAMMAR SCHOOL

16 – 19 Bursary Fund Application Form – 2018/19

LEVEL TWO BURSARY FUNDING

2A

2B

please tick as appropriate

Pupil's details:

| | | | |
|--------------|--|-------|--|
| Name: | | Form: | |
| AL Subjects: | | | |

Parent/Carer's details:

| | | | |
|-----------|--|---------------------|--|
| Name: | | | |
| Address: | | | |
| Postcode: | | Daytime contact No: | |
| Email: | | | |

Does the pupil named above live with you at the given address? Y / N

How many children aged 18 or under (including this pupil) reside at this address?

Is the pupil eligible for Free School Meals? Y / N

Single Parent Household? Y / N

Household Income:

Please state all income for the household in which the pupil lives. This should include, but is not restricted to:

| Income Type | Supporting Document(s) | Enclosed ✓ | £ |
|--|--|---------------|---|
| Earnings (through employment or self-employed) | P60 or bank statement | | |
| Child/ Working Tax Credit | Credit Award | | |
| Benefits (Income, housing etc) | Benefit Decision Notice | | |
| Spousal maintenance | Court/ private agreement/ bank statement | | |
| Other | As appropriate | | |
| | | Total | |

Financial Support:

Please indicate the type of support that is being requested:

Essential course costs (books, trips, revision guides etc – will depend on subjects studied)

16+ Travel card

Contribution towards Travel costs.
Please provide details:

UCAS fees/ contribution towards travel for University visits

Contribution towards school lunches (if not Free School Meals)

Other
Please specify:

Parent/Carer Declaration:

I understand that any bursary my child/ward may receive is dependent on meeting the following conditions:

- must not have unauthorised and unexplained absence or lateness from lessons or from school
- must not have broken the terms of the 16-19 Bursary Agreement (signed copy enclosed)

My child/ ward has been a resident of the UK for at least 3 years and meets the residency criteria in the ESFA's current academic year funding regulations for post-16 provision.

The information on this form is correct to the best of my knowledge. If my circumstances subsequently alter, I will inform the school immediately so that an adjustment to the bursary award can be considered if appropriate.

I understand that the bursary application cannot be considered unless supporting income documentation is provided - photocopies of original documents are acceptable.

Parent/carer name:

Relationship to pupil:

Parent/carer signature:

Date:

Deadline for applications:

Please submit applications and supporting documentation to Mrs Ralph, Bursar by **Monday 24th September 2018**.

If your application includes a claim for funding for the **KCC 16+ Travel Card** it must be received before **1pm Monday 25th June 2018**.

TUNBRIDGE WELLS GIRLS' GRAMMAR SCHOOL

16 – 19 Bursary Agreement

In choosing to become a pupil in the Sixth Form at TWGGS I promise to abide by the following:

1. I will attend school on a daily basis between the hours of 08.40 and 15.40 (14.40 on Fridays).
2. My attendance will be monitored by twice daily form registration and half-termly attendance figures for AL lessons.
3. I will arrange holidays, medical and other private appointments e.g. driving lessons, after school hours or during school holidays.
4. I will arrive punctually for registrations, tutorials, assemblies and lessons.
5. I will use timetabled periods of private study to work on assignments, for background reading/ research and in ways which will improve my chances of success on my courses.
6. I will work with the necessary commitment in order to complete assignments by the required deadlines and to a standard that reflects my personal minimum target grade. I will complete the courses I enrol upon.
7. I will abide by the codes of conduct for Sixth Form dress and behaviour.
8. I will limit any term part-time working to a weekly maximum of 10 hours in total.
9. I accept that I am a role model within an 11-19 school and must therefore set the highest standards in behaviour and academic example.

To support me in achieving success in the Sixth Form I am entitled to receive:

- a. A personal tutor, with whom I will register each day, and who is my main contact for the discussion of any academic or social issues which may arise.
- b. A personal academic profile, based upon GCSE results, which will determine my personal minimum projected grades for my courses.
- c. Access to private study areas, both within the Hazell Building and in other areas of the school, between 08.00 and 16.30 each day.
- d. Termly updates on my progress, to be discussed with parents/carers and my personal tutor.
- e. Advice and guidance on the routes I wish to follow beyond school, including applications to institutions of Higher or Further Education.

I have read and agree to abide by the terms and conditions of the 16 –19 Bursary Agreement above:

Pupil signature:

NAME:

DATE:

Parent signature:

NAME:

DATE: