



St Olave's Grammar School

SIXTH FORM FSM AND BURSARY POLICY

Introduction

The 1996 Education Act requires the school to provide free school meals to disadvantaged students aged over 16. Claims for free school meals should be made to the school. The 16-19 Bursary provides financial support to students aged between 16 and 19 years of age to help them remain in education. The 16-19 Bursary can be thought of as replacing the 'Pupil Premium' scheme that supports students up to the age of 16 however, unlike with the pupil premium scheme, students must apply to the school for a 16-19 Bursary and the school is responsible for assessing their eligibility.

Since the school pays for both free school meals and 16-19 bursaries from the same allocation of funds from the ESFA (Education Skills Funding Authority) and since the application and assessment processes for free school meals and 16-19 Bursary are very similar this combined policy describes the administration of both schemes.

The school is obliged to ensure students are aware of the availability of both free school meals and the 16-19 Bursary and to encourage students who may meet the criteria to make applications. Information on both schemes will be included in induction and welcome materials for all students joining the 6th form and the 6th Form Pastoral Team will follow up with individuals who they believe may be eligible (e.g. those that previously qualified for free school meals or pupil premium).

Free School Meals for 16 - 19 (6th form) Students

Eligibility¹

Free meals are targeted at disadvantaged students. Free meals in further education defines disadvantage as students being in receipt of, or having parents who are in receipt of, one or more of the following benefits:

- Income Support
- income-based Jobseekers Allowance
- income-related Employment and Support Allowance (ESA)

¹ Reference <https://www.gov.uk/guidance/16-to-19-funding-free-meals-in-further-education-funded-institutions-for-2019-to-2020#free-meals-and-the-16-to-19-bursary-fund> Accessed 11 April 2020.)

- support under part VI of the Immigration and Asylum Act 1999
- the guaranteed element of State Pension Credit
- Child Tax Credit (provided they are not entitled to Working Tax Credit and have an annual gross income of no more than £16,190, as assessed by Her Majesty's Revenue and Customs (HMRC))
- Working Tax Credit run-on – paid for 4 weeks after someone stops qualifying for Working Tax Credit
- Universal Credit with net earnings not exceeding the equivalent of £7,400 pa

A student is only eligible to receive a free meal when they, or a responsible adult on their behalf, have made a successful application to the institution where they are enrolled.

Application and Assessment Process

Students who wish to apply for free school meals must complete the free school meals application form (Appendix 1).

Students should apply as soon as possible after joining Year 12. Students will be required to reapply at the start of Year 13 in order for the school to confirm that they remain eligible.

Applications will be reviewed by the 6th form pastoral team during Head of Year meetings, in general application will be reviewed once per half term although more frequent reviews are anticipated during the first half term when the majority of applications are anticipated. Decisions on assessments will be recorded after each meeting but must be recorded separately to general meeting minutes for purposes of confidentiality.

If a student's application for free school meals is rejected, they are welcome to reapply at any point during the school year provided there have been significant changes to their circumstances.

Payments

Students will receive three termly payments each equal to the number of school days in the term multiplied by the cost of a main meal at the school canteen, currently this is £2.30. Payments will be made by cheque (or bank transfer) at the start of each term. Payments are deliberately made in cash rather than meals being provided in kind as 6th form students at St Olaves will often leave the school site and purchase lunch 'in town' and the school wants to ensure that those eligible for free school meals have the flexibility to do the same.

The school will keep records of all free school meals payments made to students under this scheme.

16 - 19 Bursary²

Purpose

The bursary is designed to help students overcome specific financial barriers to participation in education, this can include:

- Travel to/from school
- Books and other equipment
- Educational trips that are essential or complementary to academic studies
- Travel to visit universities or in support of other applications for further education

Types of Bursary and Eligibility Criteria

There are two types of bursary that students may apply for.

1. Bursaries for Young People in Defined Vulnerable Groups. (Value up to £1200)

The defined vulnerable groups are students who are:

- in care or care leavers
- receiving Income Support, or Universal Credit because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them such as a child or partner
- receiving 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

2. Discretionary Bursaries.

Students eligible for this level of bursary will include

- Students in receipt of free school meals
- Students living in a low income household, defined as a household receiving income less than 60% of the median household income (which equates to a household income of approximately £20,000)
- Support is allocated according to need. We may be able to assist students with higher household incomes but this will depend on funding received, individual circumstances and demand

² Reference <https://www.gov.uk/guidance/16-to-19-bursary-fund-guide-2019-to-2020-academic-year#to-19-bursary-fund-a-summary> Accessed 11 April 2020

To be eligible for a Discretionary Bursary students must also:

- Maintain their attendance above 95%. If their attendance drops below 95% then this must be clearly explained by a doctors note or similar evidence from an appropriate 3rd party, a note from parents will not be sufficient.
- Adhere to the 6th Form Agreement and the school's Behaviour Policy

It should be noted that the values for each type of bursary represent maximum payments, individual payments are determined depending upon specific, individual needs and taking in to account the amount of ESFA funding the school has received and may be less than the maxima quoted.

Application and Assessment Process

Students who wish to apply for either type of 16-19 Bursary must complete the 16-19 Bursary application form online.

<https://forms.office.com/Pages/ResponsePage.aspx?id=iX0vmvIX1EWBBL5CKcYsZJYqFrF03gtIk1irS3Dks9ZUMjNMTTBJMkFCMkFLSEZZRINXNIhJQjUOC4u>

Students should apply as soon as possible after joining Year 12. Students will be required to reapply at the start of Year 13 in order for the school to confirm that they remain eligible.

Applications will be reviewed by a panel consisting of members of 6th Form Pastoral Team and a member of the Finance Team. Applications are handled confidentially. In general applications will be reviewed once per half term although more frequent reviews are anticipated during the first half term when the majority of applications are anticipated, with final approval being the responsibility of the Director of Sixth Form. Decisions on assessments will be recorded after each meeting.

If a student's bursary application is rejected, they can appeal the decision by contacting the Director of Sixth Form. They are welcome to reapply at any point during the school year if there have been changes to their circumstances.

Payments

Where possible payments will be made in kind (e.g. equipment purchased through the school, trip payments made directly). Where this is not practical payments will be made by cheque to the student (payments to parents/carers cannot be made). Timing of payments will be at the school's discretion and will reflect the specific purpose of the payment (e.g. one-off equipment purchases will generally be funded immediately and in full, help with travel may be paid on a termly basis).

The school will keep records of Bursary payments made to students under this scheme, including the specific purposes of bursary payments and the amounts paid.

Appendices:

Appendix 1 – Free School Meals Application Form for the London Borough of Bromley



**Pupil Benefits
Children, Education and Families**

Application for Free School Meals/Pupil Premium Payment

This form should only be submitted if your child attends a school in the London Borough of Bromley and has not been in receipt of Free School Meals since April 2018.

Free School Meals are available to pupils in full-time education whose parent/carer receives one of the benefits listed below. Children attending part time nursery provision or independent schools are NOT entitled to Free School Meals.

Please note that Free School Meal applications for pupils attending Harris Girls' Academy Bromley, Harris Academy Beckenham or Coopers School should be made direct to the school/academy.

Please tick one <input checked="" type="checkbox"/>	Current Qualifying Benefits
<input type="checkbox"/>	Universal Credit – household income less than £7,400 a year (after tax and not including any benefits you get)
<input type="checkbox"/>	Income Support
<input type="checkbox"/>	Income Based Jobseeker's Allowance/ Income Related Employment and Support Allowance
<input type="checkbox"/>	Guarantee element of Pension Credit
<input type="checkbox"/>	Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
<input type="checkbox"/>	Support from NASS under Part 6 of the Immigration & Asylum Act 1999
<input type="checkbox"/>	Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit

Section 1: Details of the Parent/Carer claiming one of the benefits above.

Your application cannot be processed unless ALL the following details are provided.

Is this your first application?		Surname					
Title (Mr/Mrs/Miss/Ms)		First Name/s					
National Insurance No. or NASS (Asylum Seekers) No.							
Date of Birth			Relationship to child/ren listed below				
Address							
			Date of moving to this address				
Postcode			Telephone No.				
Email Address							

Section 2: Details of children living with applicant, attending relevant Bromley schools and not currently in receipt of Free School Meals.

Full names of children attending relevant Bromley Schools		Date of Birth	Girl/Boy	School attended / to be attended
Surname	First Name			

NB. If you are a foster parent you will not be able to claim for any foster children unless you are in receipt of one or more of the qualifying benefits shown above.

