
HOLYROOD

ACADEMY



POLICY

Bursary Policy

Updated: May 2015



Holyrood Academy

Student Bursary/Grant Policy

The Governors of Holyrood Academy are committed to broadening access to courses by offering to eligible parents/carers and students financial support with educational activities.

Holyrood Academy will award student grants to the most vulnerable students and those experiencing financial hardship, with particular emphasis on meeting the essential requirements of study for these priority groups.

SIXTH FORM

Eligibility

- Vulnerable students - The following 'most in need', groups as defined by the EFA, have an automatic entitlement to a grant:
 - o Young people in care, care leavers, young people in receipt of income support, and disabled young people receiving both employment support allowance and disability living allowance.
- or students who are not within these groups the following evidence will be required to help to assess financial hardship:
 - Entitlement to Free School Meals at any time during the last 6 years and on the Academy Pupil Premium register
 - Parents are in the forces and so are included on the Academy Pupil Premium
 - Other evidence of low income, e.g. in receipt of Working Families Tax Credit or Inland Revenue assessment of income (household income of less than £25,000)
 - Other vulnerable groups with appropriate evidence

There is no automatic entitlement to a student grant other than for students in the 'most in need' group, and all support will be subject to satisfactory standards of attendance and behaviour.

Allocation of funds

The available funds will be prioritised according to the following criteria:

Vulnerability
Financial Need
Transport requirements
Course requirements

Please note that the maximum amount available to an individual student identified as falling within the 'most in need' group as defined above is £1200 per annum, and for any other student identified as eligible within the criteria detailed the Consideration Panel will decide the amount payable to the students not within the 'most in need group'

Funds will only be allocated under the following circumstances

- Commitment to study in the classroom
- Satisfactory attendance to all lessons
- Exemplary behaviour
- Where the student has met course requirements, including coursework requirements.

Payments will be made termly in advance

Funds are limited and Governors will regularly review the total amount of money available to the Bursary

YEARS 7 - 11

Eligibility

- Children in Care and therefore included on the Academy Pupil Premium Register
- Entitlement to Free School Meals at any point during the last 6 years and therefore included on the Academy Pupil Premium Register
- whose parents are in the forces and so are included on the Academy Pupil Premium Register
- Other evidence of low income, e.g. in receipt of Working Families Tax Credit or Inland Revenue assessment of income (household income of less than £25,000)
- Other vulnerable groups with appropriate evidence

Allocation of Funds

Academy run educational trip/visit
Curriculum equipment requirements (such as specific course requirements eg calculator/revision guides)
Uniform support

Please note that the maximum amount available to an individual student identified as eligible within the criteria detailed above will be £300 per annum, until such time as the Bursary fund grant is spent. Discretionary grants above this amount will be considered on an individual basis by the Consideration Panel

Applicants will be individually assessed by the Consideration Panel and before payments can be made documentary evidence will be required to support their applications. Completing an application will not automatically result in funds being paid. In the exceptional circumstance of an appeal against a decision regarding a claim for financial support, this would follow the school complaints policy and procedures.

Funds will only be allocated where there is no unauthorised and unexplained absence.

APPLICATION PROCESS – YEARS 7 – 13

For students on the Academy Pupil Premium register

Educational visits

1. The Head will decide which category the trip fall into : Category 1 - Curriculum based Trip; Category 2 – Non-Curriculum based
2. For students on the Academy Pupil Premium register the following grant will be available

Category 1 trip

- Curriculum based – cost under £100 all of costs covered
- Curriculum,based – cost over £100 grant of 50% or £100 whichever greater

Category 2 trip

- Non- curriculum based – cost under £100 grant of 25%
- Non- curriculum based – cost over £100 grant of 15% or £25 whichever is greater

Educational Resources

Pupil Premium Learning Mentor will discuss with individual students and parents their requirements and organise necessary resources

Music Tuition/School Uniform

1. Parents/Carers to complete the Grant Application Form available from the Academy website <http://holyroodacademy.com> or from the Academy reception
2. Return the completed grant form (Appendix A) to the Academy with the necessary evidence required
3. The Consideration Panel consisting of The Principal and/or Director of Finance and a non-staff Governor will consider applications based on the above criteria.

For students NOT on the Academy Pupil Premium register where household income is less than £25k

1. Parents/Carers to complete the Grant Application Form available from the Academy website <http://holyroodacademy.com> or from the Academy reception
2. Return the completed grant form (Appendix A) to the Academy with the necessary evidence required
3. The Consideration Panel consisting of The Principal and/or Director of Finance and a non-staff Governor will consider applications based on the above criteria.
4. A letter will be sent to the applicant within 15 working days advising them of the outcome of application

Funds are limited and Governors will be regularly review the total amount of money available to the Bursary

HOLYROOD ACADEMY

FINANCIAL ASSISTANCE APPLICATION FORM

Appendix A

Part 1: Student's Details

[Name:] []

[D.O.B :] []

[Year/Tutor Group]

Part 2: Funding

**ACADEMY
USE ONLY**

I wish to apply for assistance on the following items:

Tick relevant box(es)

Education Visit (details) _____

**Amount of
assistance
requested
(£)**

**Amount
approved
(£)**

books and/or equipment (details) _____

Uniform (details)

other (please specify)

TOTAL

PLEASE NOTE: If successful, you will be asked to produce receipts or other evidence of expenditure at a later date.

Part 3a: Home Financial Circumstances

Yes

No

Is the student named above currently in Care *(If yes now proceed to part 5)*

[]

[]

Are you currently in receipt of Free School Meals *(If yes now proceed to part 5)*

[]

[]

If no – have you been in receipt of Free School Meals at any point in the last 6 years (please note that we will check this information) <i>(If yes now proceed to part 5)</i>	[]	[]
Date Range that received Free School Meals in last 6 years		

<p>Part 3b: Home Financial Circumstances</p> <p><i>If you are not entitled to Free School Meals or haven't been for the last 6 years and are applying on the grounds of financial hardship please provide the following information</i></p> <p><i>NB This section does not need completing if you are/have been in receipt of Free School Meals in the last 6 years</i></p>	
What is the total income in your main home?	[£]
Are you claiming any benefits or currently applying for any benefits? Please specify which ones and where you are in the application process.]	[Yes / No]
Please briefly explain your family financial circumstance, indicating why your son / daughter should be considered for funding.]	

Part 4: Documentation to Support the Application

To support this application, please tick which of the following documentation you will be using as evidence of your total household income. Please attach this documentation to the application form.

- Certified accounts (if self-employed)
- Letter from the DWP awarding benefit
- Letter from the DWP acknowledging processing of benefit application
- P60
- Payslips (if you are paid monthly the most recent three months or, if weekly, the most recent four weeks)
- Pension
- SA 302 Form
- Tax Credit award notice
- Other means tested benefit

Part 5. Bank Details

If successful please pay the agreed amount into the following bank account:-

Bank name _____

Sort code __/__/__ Account Number _____

Name of account holder _____

Part 6. Declaration

All of the information provided on this application form is accurate and no information has been withheld that would be relevant to my request for financial assistance.

Name of Parent/Carer [_____]

Signature of Parents/Carer: [_____] Date:[_____]

Part 7. Financial Assistance - Consideration Panel *(To be completed by the Academy)*

Panel Members Present:

[1.]

[2.]

[3.]

[Date of application consideration:]

[Decision regarding the application:

]

[Reasons for the decision being made:

]

[Signatures of the Panel:]

[1.]

[2.]

[3.]