

Bursary Fund Policy

King's College London
Mathematics School

Monitoring and reviewing

Action	Individual / Group	Date	Role
Last Reviewed	Timothy Bateup	02/11/23	Head Teacher
Last Ratified	Finance and General Purposes Committee	8/11/23	Governors
Next review	Finance and General Purposes Committee	Autumn 1 2024	Governors

Introduction

Students in the Sixth Form, who are eligible for, or may benefit from, financial support can apply to the School's 16-19 Bursary Fund. This is a fund which has been allocated directly, by the Government, to individual schools to administer. The school will supplement this with additional bursary funding when received from other sources. The amount of funding available is limited and therefore, we are committed to distributing bursaries to those students with the greatest need.

The funds available will vary each year. The principles of distribution have been agreed by governors, but the actual amounts available for disbursement will vary depending on the number of eligible applicants and the total funds available in the current year and anticipated for the following year.

The Business Manager will review applications for bursary funding in line with the agreed principles for the year. Applications will be reviewed as they are received.

Allocation Principles

Bursaries to cover actual costs up to a set limit are offered to vulnerable students in line with government allocations for the year. The school prioritises funding to students in category 1, then category 2, then category 3 (see below for information about categorisation). Allocations outside of these categories are considered by the Business Manager who will review any such cases together with the Head Teacher.

After allocation of bursaries to Category 1 priority students, the remaining bursary fund is allocated according to the following principles:

1. **Computer bursaries** are allocated to Category 2 and 3 students as follows.
Category 2 students receive a 100% bursary: they may lease a laptop from the school for the duration of their time free of charge, subject to a £50 deposit.
Category 3 students receive a 50% bursary: they may lease a laptop from the school for the duration of their time at 50% of the standard rate set by the school.

To apply for a computer bursary, students must demonstrate eligibility for their category, order a school computer using the standard procedures and pay the

adjusted fee to the school. Further information is provided on enrolment to the school.

2. **Travel bursaries** are allocated to cover daily travel costs to school. They will be available to Category 2 students at twice the rate available to Category 3 students. The school will apply a maximum funding cap to Category 2 students at twice the rate to Category 3 students where necessary.

Funding rates will be confirmed for applicants to the school at the start of the relevant application cycle online:

<https://www.kingsmathsschool.com/admissions/financial-support>

Applications for travel bursaries should be made by completing the [Travel Bursary Application Form](#) and returning it by email with all supporting evidence to the Business Manager (details are on the form).

3. Funding is used to increase the government Free Meals allowance to £3 per student per day.
4. **Discretionary Progression Fund** – to assist with costs of progressing to university or other independent futures – such as visits to university open days – or to purchase equipment for your course. Equipment remains the property of the school and must be returned when the student leaves. Applications should be made by completing the [Progression Fund Application Form](#).

The Application Process

Students who are enrolled in the Sixth Form should apply using the relevant application form. If a student's circumstances change during the academic year, they should see the Business Manager in the first instance.

There are 3 categories for funding as follows:

Category 1 – High Priority

Bursaries to cover costs of up to £1,200 per year are offered to all Sixth Form students (under the age of 19 on 31 August before the start of that academic year) who meet one or more of the vulnerability criteria. The criteria are:

- a) students in receipt of Income Support or Universal Credit because they are supporting themselves; or
- b) students in or who recently left local authority care; or
- c) a student in receipt of Disability Living Allowance (DLA) in their own name and either Employment Support Allowance (ESA) or Universal Credit
- d) a student who receives Personal Independence Payment (PIP) in their name and either ESA or Universal Credit

Proof of entitlement will need to be provided by students, in writing, with the application form.

Category 2 – Medium Priority

Those students who do not meet the criteria for category 1 may fit the criteria for category 2. To be able to make an application for this funding, students will have to prove that they meet the following criteria in the form of appropriate supporting documentation:

- a) that they meet the eligibility criteria for Free Meals
- b) and that they fulfil UK residency conditions.

Proof of entitlement will need to be provided by parents/guardians/students, in writing, with the application form.

Category 3 – Low Priority

Other students, who are not eligible for Free Meals but whose families may experience challenges in meeting their annual travel costs may apply to the bursary fund.

To be able to make an application for this funding, students will have to prove that they meet both criteria listed below:

- a) that their family is in receipt of Working Tax Credits, Child Tax Credits or Universal Credit.
- b) and that they fulfil UK residency conditions.

Proof of entitlement will need to be provided by parents/guardians/students, in writing, with the application form.

KCLMS encourages students to apply for bursary funding at the beginning of the academic year. The School may hold back some funds for students whose circumstances change during the year, but cannot guarantee that funding will be available for students who apply late, nor whose costs change during the year, for example if their journey cost increases.

Payment

Payments will be made by BACS to the student's bank account half termly in arrears. To remain eligible for the payment of the bursary, students must meet prescribed attendance, punctuality and behavioural standards. At the end of each half term adjustments may be made to allocations on the basis of attendance, punctuality or behaviour. Students and parents/carers will be informed of any adjustment in writing.

Data

All provided bursaries are recorded centrally. Evidence of eligibility is retained for 6 years in line with the requirements of the funding agency, ESFA, and held securely in line with KCLMS's Data Protection Policy.

Appeals

The school will follow its complaints procedure when responding to students' and parents' appeals.

Emergency meal support

KCLMS can provide short-term emergency meal support in individual cases of severe hardship. Students should speak to the business manager if they think they might be eligible.