

Bursary Fund Policy

King's College London
Mathematics School

Monitoring and reviewing

Action	Individual / Group	Date	Role
Last Reviewed	Wavell Blades	28/10/19	Assistant Head (PDBW)
Last Ratified	Finance and General Purposes Committee	06/11/19	Governors
Next review	Finance and General Purposes Committee	Summer 2020	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 Assistant Head (PDBW) 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 are guaranteed 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 Assistant Head (PDBW) 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](#). Applications may also be made at the point of enrolment through the school's electronic enrolment form.

3. Funding is used to increase the government FSM allowance to £3 per student per day.
4. Discretionary Progression Fund – to assist with costs of progressing to university or other independent futures e.g. to support visits to university open days. 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 application form available from the Lead Teacher for Sixth Form or the Business Manager in the academic year for which the bursary will be applicable. 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 of £1,200 per year are guaranteed 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
- b) a care leaver, or
- c) in care, or
- d) a disabled student in receipt of both Employment Support Allowance and Disability Living Allowance

Proof of entitlement will need to be provided by parents/guardians/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 are eligible for Free School Meals (FSM)
- 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 FSM 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 either 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.

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. The data is kept for the duration of a student's time at KCLMS, and for 12 months after that before being anonymised.

Appeals

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