

CFGs6 Discretionary Bursary 2021-22

Bursary 2021-22

You could get a bursary to help with education related costs

Open to students

- Who are aged 16-19 years old
- In full time education

Bursary 2021-22

It is money that you can use to pay for things like:

- Clothing for CFG6
- Books and other equipment for your course(s)
- Transport to CFG6
- Transport to HE or super-curricular events

Bursary 2021-22

There are two types of Bursary available

Discretionary Bursary

- Household income **does not** exceed £20, 817

Vulnerable Group Bursary

- You may be entitled to £1200 if
 - You are in care
 - You are a care leaver
 - You directly receive income support
 - You directly receive disability income support

Bursary 2021-22

- No FLAT RATE
- Not everyone gets the same amount
- Individually assessed according to individual needs based on application form content and evidence provided

Frequency of Payment

- ❑ Awarded **5 times** an academic year

- 1. **Autumn Term 1** - September – October Half Term
- 2. **Autumn Term 2** - November – Christmas Break
- 3. **Spring Term 1** - January – February Half Term
- 4. **Spring Term 2** - February Half Term – Easter Break
- 5. **Summer Term 1** – April – May Half Term

- ❑ Paid via BACS payment (directly to YOUR bank account)



Conditions of the Discretionary Bursary

Each **Payment Term** you must:

- Have 96% attendance
- All absences must be authorised – no N or O codes
- Have no more than 7 lates
- Have no serious behaviour incidents

Attendance – what YOU need to do

- Attend CFG6 and every lesson daily and on time
- Check your attendance weekly with your Form Tutor to ensure you are marked accurately to all lessons
- Check your attendance daily using the Parent App that your parents must download!
- Submit any absence notes for missed school days/ lessons with genuine evidence and explanations
- Notify your HOY if there are any extenuating circumstances that could affect your attendance/ punctuality
 - Ms Houghton Year 12
 - Mr Williams Year 13

What is classified as an Authorised absence?

- Religious holiday
- School Trip or Extra-Curricular activity including Work Experience
- University Open Days and Interviews
- Attendance at a Funeral
- Driving Test
- Hospital Appointments

What are Unauthorised Absences?

- Failure to notify the school of absences
- Truancing a lesson

Please note that we have the right to turn down applications for authorised sickness absence if we have reason to doubt validity or if a pattern of absence emerges. For example, one day off a week or frequently absent on a Wednesday or regularly missing lessons of the same teacher / subject.

Your responsibilities if you are awarded the Bursary

- ❑ To attend all lessons (a minimum of 12 hours per week), tutorial appointments, assemblies, work experience and other compulsory events and be punctual
- ❑ To have a minimum 96% attendance, no more than 7 late marks per half-term, no unauthorised/unexplained absences and no serious behaviour incidents.
- ❑ To telephone the school before 9.30am each day you are absent **and** to provide a completed Absence Note form within 2 days of your return to school.
- ❑ To notify the school in writing in advance of any foreseen absences e.g. Open Days, Interviews, and Driving Tests etc.
- ❑ To follow the Bursary Appeals policy and submit any appeals and evidence within **28 days**.
- ❑ To provide all financial evidence with your application
- ❑ To notify us if you are in care, a care leaver, in receipt of Income Support, Disability Living Allowance or Employment Support Allowance
- ❑ To inform us if there is a change in your circumstances
- ❑ To make appropriate progress in all your subjects/courses
- ❑ To behave appropriately at all times

Appeals Process



If appealing you must

- Appeal within 28 days of being informed if you are not in receipt for the previous half term
- Clear up any absences/ inaccuracies in the register(s)
- Submit an appeal form providing explanations for why you are appealing
- Notify us of ANY extenuating circumstances that have impacted on your attendance
- Appeal forms will be available via TEAMS and SMHW
- Must email all appeals to cfgs6bursary@central.towerhamlets.sch.uk

How to apply

You need to

- Complete an electronic application form found on the school website in the Sixth Form Area

- If your **household income exceeds £20, 817 your application will be denied**
- Submit all financial evidence for 2020/21 required with the application form
 - Employment/ Self Employment
 - Employment Support Allowance
 - Job Seekers Allowance
 - Income Support
 - Tax Credits or Universal Credits
 - Other (Rental Income, shares etc)

