



# CHATHAM & CLARENDON GRAMMAR SCHOOL

## 16-19 Bursary Fund Guidance Notes

The Chatham and Clarendon Grammar School 16-19 Bursary Fund is designed to help and support students who face financial barriers to participation in their education, such as costs of travel to school, meals, books, clothing, equipment, field trips, UCAS applications, payments for meals from CCVI cafeteria (if not receiving FSM) and other course related costs.

There are 2 types of 16-19 bursary:

### **1. Bursary for students in vulnerable groups**

You may be able to get a bursary if at least one of the following applies:

- you're in or you recently left local authority care
- you get Income Support or Universal Credit because you're financially supporting yourself
- you get Disability Living Allowance (DLA) in your name and either Employment and Support Allowance (ESA) or Universal Credit
- you get Personal Independence Payment (PIP) in your name and either ESA or Universal Credit

The amount you may get depends on the costs you have and what you need for your course. This might include money for books, equipment clothes or travel costs to school or college.

### **2. Discretionary Bursary**

The discretionary bursary is available to Chatham and Clarendon Grammar School students not eligible for the full vulnerable bursary. The table below details the 3 discretionary bursary categories.

The school is given a sum for the bursary fund each year by the Education and Skills Funding Agency (EFSA). The amount of bursary awarded to each student will depend upon the sum given to the school and the total number of successful applicants.

Discretionary Category	Description	Evidence needed
Category 1	Students who are eligible for Free School Meals (FSM) have priority.	If you think you may be eligible, please visit the Kent County Council (KCC) website: <a href="#">Free school meals - Kent County Council</a> to apply. (If FSM were received in Year 11 a <u>new application must</u> be made).

If money remains in the fund after category 1 has been awarded, applications for category 2 will be considered.		
<b>Category 2</b>	Students not receiving FSM but who live, on a permanent basis, in a household that is in receipt of means tested benefits.	<ul style="list-style-type: none"> <li>• Tax Credit/Universal Credit Award Notice if employed.</li> <li>• Evidence of income related benefits from Dept of Work and Pensions</li> <li>• Letter from Jobcentre Plus confirming benefits received.</li> </ul>
<b>Category 3</b>	Students who face extreme, or unexpected financial hardship.	<p>These awards may be made to students, at any point in the school year, who find that their circumstances, or those of their parents, have changed after the initial Bursary application procedure takes place.</p> <p><i>Payments for this category will be dependent on monies remaining in the school Bursary Fund for the current year</i></p>

### Eligibility

To be eligible to receive a bursary award in the 2024 -25 academic year, a student must be aged 16 or over but under 19 on the 31 August 2024, in the academic year in which they start their programme of study and be enrolled on a full-time course at the school. Students must satisfy EFSA residency criteria.

### Payment conditions

All bursary payments will be directly linked to attendance, behaviour and performance. A bursary may be withdrawn at any time during the year if students' attendance, behaviour or performance is not at an acceptable standard.

### Application Outcome

Students will be notified of the application to the 16-19 Bursary Fund by letter, which will be issued at the first end of the first term of the 2024-25 school year.

Please note monetary awards are not usually made. Bursary payments are paid directly to students via BACS, therefore students need a bank account.

### 16-19 Bursary and Travel

Students who may be eligible for the Bursary fund award and travel to school by bus or train, please note that:

- Bursary students who travel to school by bus or train priority **must** be given from their Bursary Award to the purchase of appropriate travel
- If a student travels to school by bus, a Kent 16+ Travel Saver can be purchased by the student and, on award of the Bursary, a refund of expenditure to date will be made. After this the balance for the cost of the ticket will be made in two payments – one at the end of October and one in January. Payment will be by BACs to the student.

- Train tickets cannot be purchased by the school on behalf of a student. On award of a Bursary, a refund for expenditure spent to date will be made. After this, payments will be made at the end of October to purchase ticket for Term 2, the end of December for Terms 3 & 4, and end of March for Terms 5 & 6. Payment will be by BACs transfer to the student.

*Tickets/receipts should be retained for travel in Term 1 to claim a refund, once the Bursary has been awarded to a student.*

If a student has insufficient funds to buy tickets to travel in advance, please speak to the Sixth Form Manager, Mrs Davies or email her: [cdavies@ccgrammarschool.co.uk](mailto:cdavies@ccgrammarschool.co.uk).

## **BUS TRAVEL**

The KCC 16+ Travel Saver is a bus pass which can save parents and students up to 50% on the cost of bus travel to and from school and college. To apply for a pass you must be:

- a resident of Kent (whose household pays Council Tax to a Kent [district or borough council](#) for Kent County Council services)
- 16 to 19 years old and in academic years 12 to 14 (to be eligible your date of birth must be between 1 September 2006 and 31 August 2008)
- attending a participating school, college, work, learning provider or apprenticeship provider.

For most students, this pass will save you around 50% of what you might pay if you bought an annual season ticket from a bus operator.

The KCC 16+ Travel Saver is valid at any time of the day and on any day of the year, including evenings, weekends and school holidays.

Your KCC 16+ Travel Saver should be ready to collect from school on the first day of term if you applied by 11 August 2024.

## **Cost**

The cost of the KCC 16+ Travel Saver is £600 for the year, £610 if you pay in instalments.

You can pay online in full or spread the cost in monthly instalments with the Direct Debit option and make 8 monthly payments between August 2024 and March 2025. The pass costs the same no matter when you apply for it, so the earlier you apply the more value you get, and the longer period you can spread the payments over.

(If you are planning to apply for the **16-19 Bursary**, please read the CCGS 16-19 Bursary Application Information Sheet, given out with Bursary Application Form, as this has information about travel and the 16-19 Bursary Fund).

## **How to apply**

Applications can only be made online at [KCC 16+ Travel Saver - Kent County Council](#)

## **After you apply**

Passes will be sent to school for collection.

## **Getting to school or college on the first day of term**

While you are waiting for your pass, you will be responsible for buying a ticket from the bus operator.

### **TRAIN TRAVEL**

There is currently no support from Kent County Council (KCC) to cover the costs of train travel to school. Please note that if a student is eligible for the **16-19 Bursary** award part of, or all, public transport costs (including train travel) may be met by this fund.