



NONSUCH

HIGH SCHOOL FOR GIRLS

FORGING OUR PATHS; BUILDING THE FUTURE

SIXTH FORM BURSARY

Application Information Pack

www.nonsuchschool.org

WHAT IS THE BURSARY SCHEME?

The 16-19 Bursary Scheme, also known as the Sixth Form Bursary Scheme, provides financial support to students to help them to succeed in their studies. It is funded by the government and administered by the school. We've produced this FAQ document to help you understand everything you need to know about the scheme.

WHAT TYPES OF BURSARIES ARE AVAILABLE?

We offer two types of bursaries available for different students:

- Discretionary (general) Bursaries: these bursaries are awarded by the school to meet individual needs of students, such as assistance with transportation, meals, books, and equipment. Each award is student-specific up to a total value of £1,200 per year.
- Vulnerable Bursaries: these bursaries provide financial support of up to £1,200 per year for students in defined vulnerable groups.

WHO IS ELIGIBLE TO APPLY FOR A BURSARY?

All our sixth form students are eligible to apply for the discretionary bursary scheme, providing you are over 16 but under 19 years old on August 31st of the academic year you start your program of study. Students over 19 may still be eligible if they are continuing a course started aged 16 to 18 or have an Education, Health and Care Plan (EHCP).

Students eligible to apply for the vulnerable bursary must meet the following criteria:

- Currently in care or leaving care.
- In receipt of Income Support or Universal Credit in their own right because they are financially supporting themselves and/or a dependent e.g. child or partner.
- In receipt of Disability Living Allowance (DLA) or Personal Independence Payment (PIP) as well as Employment and Support Allowance (ESA) or Universal Credit in their own right.

We only have a limited pot of money from the government to fund the bursary scheme, and therefore prioritisation will be given for those students who demonstrate the most financial need.

WHAT CAN THE BURSARY BE SPENT ON?

The funding provided can only be used to address financial difficulties in accessing education in the Sixth Form and cannot be spent on general living expenses. Some examples of eligible items which the fund can be used to pay for include:

- Transport costs for commuting to and from school.
- Essential books and equipment that are relevant to the courses being studied and not already provided.
- Educational trips necessary for the curriculum.
- Clothing to meet the Sixth Form dress code or specialized clothing.
- Meals during school hours.
- Travel expenses for university open days or similar events.
- Fees for university entrance tests, such as BMAT, UKCAT, and similar exams.

WHAT IS THE APPLICATION PROCESS FOR THE SCHEME?

The application process begins at the start of each academic year. We provide a digital application portal for students and parents to complete the process confidentially. The application includes

sections for student information, financial support requested, level of funding sought, and parent/carer information. We offer training sessions and individual support to students, parents, or carers if needed to complete the form. Clear deadlines for applications and decisions are published by the school every year.

Late applications and exceptional circumstances may be considered by applying directly to the Headteacher in writing, subject to fund availability.

Students will have to apply in both Year 12 and Year 13 to access support through the scheme.

WHAT SUPPORTING INFORMATION IS NEEDED FOR THE APPLICATION?

To establish financial need, some supporting information must be provided as part of the application process. This might include bank statements, for example, to prove income levels. We try and keep this requirement as easy and non-intrusive as possible. Students and parents will need to sign a confirmation that the provided documentation is accurate.

WHO WILL SEE THE INFORMATION CONTAINED IN AN APPLICATION?

We treat all applications in the strictest confidence and will not share your detailed personal information with anyone not directly involved in administering the scheme. Once awards are made, we do everything we can to make the allocation and expenditure process as private and sensitive as possible. The online app and the way expenditure is managed ensures privacy for those involved.

HOW ARE BURSARY DECISIONS MADE?

The school has a Bursary Panel to review all applications, determine eligibility, award funding, and monitor the impact of the scheme. This panel, consisting of at least three members, including a senior member of the teaching staff as Chair, is established by the Headteacher. The panel meets at least three times per academic year. Appeals related to bursary decisions can be made to the Headteacher. Further appeals should follow the Girls' Learning Trust Complaints Policy.

WHEN WILL I KNOW THE OUTCOME?

We will publish all the key deadlines on the school website, setting out when the Bursar Committee is due to meet, and the timeline for letting students know. Bursary payments can only start once this has taken place – usually in the first few weeks of the autumn term.

HOW IS THE FUNDING ACCESSED?

Funding is accessed slightly differently depending on the type of item it is being used to pay for. Most funding is provided directly to students "in kind", which means the school will purchase or pay for items upfront.

- Funding for food during school hours will be available through the canteen.
- Some funding may be provided on a claims basis, where students are required to make purchases and submit receipts for reimbursement.
- A portion of the bursary award (not exceeding £150) may be given upfront in cash for students to incur expenses when the school cannot pre-purchase items on their behalf. Retrospective receipts will be requested as proof where appropriate.
- We make specific arrangements each year for students transitioning from year 12 to year 13.

We issue all students who are allocated funding from the scheme with a simple information booklet that explains how different items are funded, and how to claim back expenses.

WILL THIS INFORMATION IMPACT ON MY UNIVERSITY OPTIONS?

Only if you want to. Section two of the references provides students the opportunity to disclose this information should they wish. Receiving bursary can support students in receiving a contextual offer – so it may help your chances with certain universities. It certainly will not harm them if you choose to include this information.

WHO DO I SPEAK TO IF I HAVE FURTHER QUESTIONS?

We have a lead member of staff in the school who acts as first point of contact for any questions.

Hannah Johns, Assistant Headteacher, Director of Sixth Form
Email: johns-h@nonsuchschool.org
Telephone Number: 020 8394 3400

MAKING AN APPLICATION IN 2023/24

The application dates for 2023/24 are as follows:

Applications Open:	12 September 2023
Applications Close:	29 September 2023
Bursary Panel Meets:	week commencing 2 October 2023
Awards Made:	week commencing 9 October 2023

You will need to apply via our online portal. You must do this using your school email address, and we strongly suggest you do this with a parent or guardian. You will need to register to create an account at first.

<https://nonsuchbursary.applicaa.com>

In total there are 7 sections to the online application. Please complete each section as accurately as possible and remember the information you provide us will be kept in the strictest of confidence.

- 'Save Progress and Close' will enable you to go back and continue completing the form at another time if you get stuck or need to take a break.
- 'Save & Next' will take you to the next section of the form.

1. Welcome

In this section you'll just need to confirm your year group and school. It will also give you some information about documentation you will need to complete latter sections of the form.

2. Agreement

We administer the Bursary Scheme on behalf of the government, and we are therefore required to check you've agreed to the terms set out in the policy. There is nothing in this policy that is very different to this FAQ guide, but you will need to open it and confirm you have read it.

3. Pupil

This section is all about the student and asks for key information regarding date of birth and address. Very importantly it asks for the bank account details of the student, so we can ensure payments are

made to the right person. An application will be invalid if the bank account of another person is used here (including a parent or guardian), so please make sure you are putting in the right information.

4. Household Information

This section is all about who the student lives with. Depending on what you select you'll be asked to add details for those individuals. It's important you put the right information here as it will ask for more detail regarding each of these individuals in the next section of the form.

5. Income

The bursary is intended to help students living in households with lower incomes, and therefore we are required to ask about this as part of the application process. Again, this data is kept strictly confidential, and you must be as accurate as possible. It will give you the opportunity to add any benefits the household might receive, as well as any income from jobs that parents or guardians may be working. We strongly encourage you to complete this section of the form with your parents or guardians.

6. Documents

This section requires you to upload proof of the income you have identified in the previous section. It will ask for things like screenshots or payslips. Again, we only use this to verify the previous section, and the data is held entirely confidentially – and deleted once it is not needed. No one outside of the verification process will have access to it.

7. Bursary Summary

This section is a summary of the information you have submitted. Please read it carefully and check everything before submitting. The most common mistake that students make is not including the right documents in section 6, so please pay special attention to this!