

St Benedict's Catholic High School



16 – 19 Bursary Fund Policy 2017/18

In March 2011, the Government announced the 16-19 Bursary Fund scheme to provide financial assistance to young people to ensure every young person participates and benefits from a place in 16-19 education or training.

The 16-19 Bursary Fund is an allocation of money to schools from the Education Funding Agency (EFA) to provide financial help to students aged 16-19 whose access to or completion of education might be inhibited by financial consideration. These funds are for costs such as transport, trips, food or equipment.

There are two types of Bursary available: a Vulnerable Bursary and a Discretionary Bursary (detailed below). Students must be aged at least 16 and under 19 years of age on 31 August 2017 to apply for an allocation from the school's bursary fund.

Categories of Bursary and Eligibility

1. Vulnerable Student Bursary

Vulnerable students are defined as:

- Young people in care
- Care leavers
- Young people who are in receipt of Income Support / Universal Credit in their own right
- Disabled young people in receipt of *both* Employment Support Allowance *and* Disability Living Allowance or Personal Independence Payments in their own right

2. Discretionary Bursary

A student's family financial situation may entitle them to support from the school's Bursary allocation.

Eligibility for the Discretionary Bursary:

Students who have a gross annual household income of less than £20,816 will be in a higher priority group than those earning over this figure.

Students who have a gross annual household income between £20,817 and £30,000 *may* be eligible for Bursary funding depending on the funds available and the number of students applying in any particular year.

Additional ad hoc payments may be made to identified eligible students throughout the year for specific items/events/trips etc dependent on need.

Important note: Each application will be considered on its own merit and, apart from household income, will take into account distance the student lives from school, number of children in the household, and the known costs involved in the student's course of study.

Allocation of Discretionary Bursary funds

The 16-19 Bursary Fund is a limited fund determined by the EFA. The amount the school is allocated each year is dependent on student numbers and varies from year to year.

It has been agreed that 5% of the total funding will be held back for administration and approximately 10% of the total funding will be held back for applications or requests that are received in the course of the academic year (ie. change of circumstances and new students).

Initial applications need to be received by 5 October. The Sixth Form Newsletter will remind students at the beginning of each term (in January and April) that if their home circumstances have changed, they may be eligible for Bursary funds depending on the funds still available.

Applications will be discussed and considered by the Bursary Fund Panel which consists of the Fund Administrator, Head of Year 12 and the School Business Manager. The panel will consider each claim and make decisions in accordance with the eligibility criteria and personal circumstances of the student.

In October a letter will be issued to all students who have applied for Bursary funds detailing whether their application has been successful, if so, how much funding has been allocated, and the conditions of payment which will be reviewed termly prior to the issuing of termly cheques.

The conditions of payment are that students must:

- Have at least 95% school attendance
- Be punctual to registrations and lessons
- Meet deadlines for submission of work (coursework, assignments and homework)
- Behaviour must be impeccable and appropriate for a Sixth Former
- Dress code must be adhered to

Students have to return a signed copy of the Acceptance Form if they are in agreement with the amount and conditions of payment.

Bursary amounts:

The Vulnerable Student Bursary amounts are up to £1,200.

The Discretionary Student Bursary amount varies each year dependent on the allocation received by the school, the number of students who apply, the school year the student is in (Year 12 or Year 13) and the course they are accessing. As a guideline, the amounts allocated in the academic year 12/13 were between £100 - £1000 across the two years.

Evidence

Appropriate evidence must be provided to support an application. Copies of evidence shall be retained by the school to provide financial assurance if required. All evidence will be treated as confidential and destroyed within a year of the young person leaving the school.

Acceptable supporting evidence for the Vulnerable Bursary will be either:

- Statement from the Local Authority confirming the young person current or previous looked after status
- Recent Entitlement or Award Statement setting out the benefit to which the young person is entitled

Acceptable supporting evidence for the Discretionary Bursary will be either:

- Part 1 of the latest Tax Credit Award Notice for the young person's household; this document from HM Revenue & Customs details entitlement to Tax Credits and the Total Income for the Year 6 April 2016 to 5 April 2017; or
- P60 End of Year Certificate for all adults in the young person's household who contribute to household costs. This certificate is a statement of earnings from an employer; or
- Self-assessment Tax Calculation (SA302). The income will be shown as the Total for year

Payments

Payment will be made by cheque to the young person and will be split as follows:

- Year 12: 3 payments, split equally and paid termly in the week before the half-term in October, February and May
- Year 13: 2 payments, split equally and paid in the week before half-term in October and February

Appeals against an application decision

If a student's application has not been processed to their satisfaction, they can appeal in writing within 5 days of the date of the Bursary Allocation letter, detailing their reasons for their dissatisfaction. The letter should be addressed to the 16-19 Bursary Administrator.

Likewise, if a student is not satisfied with the decision to withhold payment, they should write to the Bursary Administrator in the first instance explaining why they think that payment should be made.

In both situations, the Bursary Fund Panel will consider the request and reply in writing within five days of receiving the appeal.

**Updated (dates only):
13 October 2017**