

16 – 19 Bursary Scheme

2019/2020

Policy

**St. Bede’s Sixth Form 16 – 19 Bursary Policy 2019-2020**

A key priority for the Government is to close the gap in attainment between those from less well-off and more affluent backgrounds, and to ensure every young person participates in and benefits from a place in 16 to 19 education or training.

The 16-19 Bursary Fund targets support towards the most financially disadvantaged 16 to 19 year olds - those who most need help with the costs of staying on.

St. Bede’s Sixth Form College will determine the eligibility criteria for discretionary bursaries, and the amount, frequency of and conditions for payments for all awards. The 16-19 Bursary will only be awarded to a student that is eligible and facing genuine financial barriers to participating.

**Bursary Fund Levels**

Level One

Students in the following defined vulnerable groups may be eligible for a bursary of up to £1,200.00 a year:

Young people who are in care; young care leavers, young people in receipt of Income Support or Universal Credit in their own name because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them such as a child or partner; and young people in receipt of both Disability Living Allowance (or Personal Independence Payments.) and Employment Support Allowance (ESA) (or Universal Credit as a replacement to ESA) in their own name.

This would be paid in instalments paid monthly in arrears for 39 weeks (Year 12) and 35 weeks (Year 13). Payments will be paid by BACS transfer directly into the student account.

In some cases, a young person might meet the eligibility criteria for a bursary for vulnerable groups but their financial needs are already met, they have no relevant costs or do not need the maximum award. In these circumstances, St. Bede’s Sixth Form College can refuse the student’s application.

Level Two

Students who have a total household income of £17,000.00 or less can apply for a weekly bursary paid monthly in arrears by BACS transfer directly into the student account. Household income can be evidenced by receipt of benefit and/or P60, Tax Credit Award Notice or evidence of self-employment income. The allowance will be established upon agreement by the school to make awards to students. All evidence of household income will be processed in the strictest of confidence.

Level Three

Students who have a total household income of between £17,000.01 and £25,000.00 can apply for a weekly bursary paid monthly in arrears by BACS transfer directly into the student account. Household income can be evidenced by receipt of benefit and/or P60, Tax Credit Award Notices or evidence of self-employment income.  The allowance will be established upon agreement by the school to make awards to students. All evidence of household income will be processed in the strictest of confidence.

Payments for Level Two and Level Three will be transferred monthly to the students’ bank account via BACS upon authorisation from the school that the student has satisfied all the attendance requirements. These payments will be made in arrears. There may be delays in some cases if there is any query regarding attendance. Students will be informed of any non-payment in writing. However, students should check their payments regularly and in the case of non-payment they should contact Sixth Form Student Support for clarification. All bursary payments, vulnerable and discretionary will be subject to review by the \*Bursary Awards Panel.

**Assessment**

The Bursary Awards Panel will assess each application with supporting documentation.  Any student who believes they are eligible for any level of funding from the 16-19 Bursary Fund should complete an application form and hand it in to Sixth Form Student Support as soon as possible after admission in September.  The closing date for applications will be Wednesday 25 September 2019. The first payment, if eligible, will be during October half term which will comprise of payment for eligible weeks in September and October. A payment schedule will be made available to you. Applications made after this date may result in delayed or reduced payment.

A student in receipt of any level of bursary must inform Sixth Form Student Support of any changes to family circumstances that may affect the support during the academic year.  Students who become eligible during the academic year should contact Sixth Form Student Support and make an application.

**Attendance Requirements**

Students are asked to sign a Learner Agreement to show they understand conditions for payment.

To receive any funds once the school has acknowledged eligibility, all participating students at St. Bede’s must adhere to the following criteria:

* To receive the weekly allowance students should have 100% attendance at all timetabled lessons, including P4, registrations and other compulsory Sixth Form events unless they have prior permission from the Sixth Form Management Team for authorised absence.
* Holidays, will not be authorised.
* We will allow for 5 periods of paid sickness absence without loss of funds for that week as explained in the Learner Agreement.
* Approved examination study leave, participation on approved educational trips, specialist hospital appointments, emergency doctors/dental appointments, driving test (not lessons) or approved representative activities will be counted as an attendance.

If students are unacceptably late to lessons, payment may not be made for that week.

**Appeals**

Eligibility - Parents, carers and students will have the right of appeal to the Bursary Awards Panel in all cases if it is felt the application has been wrongly denied.

Issues with weekly payments - Students will be notified in writing by Sixth Form Student Support via student email each week if payment is being withheld with an explanation. Students will have the right of appeal in all cases if it is felt the payment has been wrongly withheld.

In the first instance the student should explain, (with supporting evidence if appropriate), to Sixth Form Student Support, why the payment should have been made.  If the decision to withhold payment is upheld, then the student may appeal to the Director or Deputy Director of Sixth Form.

\* Bursary Awards Panel will include a representative from the Leadership Team, Finance and Administration.