



## **16-19 BURSARY FUND POLICY – ACADEMIC YEAR 2018-19**

### **Background and aim of the 16-19 Bursary Fund**

The 16-19 Bursary was introduced in the 2011-2012 academic year. It is funding the government allocates to local authorities, schools, colleges and other education and training providers to support those students who are experiencing the most severe financial hardship, to enable them to continue in full-time education by removing immediate barriers to participation. To benefit, all applicants must meet the published eligibility criteria and conditions.

Only those students in one of the defined groups, or those experiencing the greatest financial disadvantages and course related costs, will be supported using the 16-19 Bursary Fund.

There are 2 types of 16-19 bursaries:

- Vulnerable student bursary of £1,200 per academic year for young people in one of the defined vulnerable groups: in care, care leavers, in receipt of Income Support or Universal Credit in their own right or in receipt of Employment and Support Allowance or Universal Credit and Disability Living Allowance or Personal Independence Payments in their own right.
- Discretionary bursary which institutions award to meet individual needs, for example, help with the costs of transport, meals, books and equipment. To be eligible for the discretionary bursary, students must be facing financial barriers to participation and need help to stay in education. The King's (The Cathedral) School will determine the assessment criteria for eligibility and the amount, frequency of and conditions for payments for all such discretionary awards.

### **Eligibility for support from the 16-19 Bursary Fund**

Students must satisfy the following criteria:

- Be aged 16 or over and under 19 at the start of the academic year in which they start their programme of study (the start of the academic year is 31 August 2018)
- Meet the residency criteria as set out in the EFA Funding Guidance, namely that you will need to be able to prove that you have been resident in the United Kingdom for at least 3 years.

### **How to apply and how The King's (The Cathedral) School assess applications and allocate 16-19 Bursary discretionary funding**

- Because the 16-19 Bursary is a limited fund, the School will allocate bursary awards and their value based on the number of applications in the academic year and their relative needs. There will be three priority groups, categorised as High Level Support, Medium Level Support and Low Level Support. In addition to this there will be 'At Risk' Bursary Support for emergency situations.
- Initially students who think that might be eligible for any level of funding need to complete an application form and hand it to Finance Office as soon as possible after admission in September. Closing date for applications is **Friday 28 September 2018**.
- Students who become eligible during their course should contact the Finance Office so they can make an application for funding based on their new circumstances as soon as possible after the change occurs.
- Each application must be made in writing on the printed application form, signed and dated by the applicant (student) and unless the student is living independently, there must be an additional signature from the parent/carer for us to be able to verify the household income with third parties if necessary.
- Notification confirming the receipt of the student's application for the 16-19 Bursary and outlining the support allocation awarded as well as its payment schedule will be provided to the student within 10 working days after the closing date for applications.



## **16-19 BURSARY FUND POLICY – ACADEMIC YEAR 2018-19**

### **Support Level Priority Groups**

#### ➤ **High Level Support – Vulnerable Student Bursary**

##### **£1,200 Bursary guaranteed**

This Bursary is available to students in any of the following categories:

- Young person is in care (the Local Authority providing the care for the young person will confirm this).
- Young person is a care leaver (the Local Authority that looked after the young person will confirm this).
- Young person (not their parents) is in receipt of Income Support or Universal Credit (evidenced by letter/document from the benefits office).
- Young person (not their parents) is in receipt of both Disability Living Allowance (and Personal Independence Payment) and Employment Support Allowance.

Payments will be made in 10 equal monthly instalments directly to student's account, and will be subject to review should circumstances change.

#### ➤ **Medium Level Support – Discretionary Student Bursary**

##### **Up to £1,000 per academic year (amount is depending on the level of students' applications received)**

You could receive this level of funding if:

- You are in receipt of Free School Meals; or
- Your gross annual household income is **less than £24,000** (this includes any benefits of which you may be in receipt except Child Benefit)

Payments will be made monthly in arrears directly to student's account providing that the student has satisfied all the requirements of eligibility. Payments will be a subject to review and may be reduced or stopped if attendance and/or progression are deemed unsatisfactory. Payment for Year 13 students will be made up to and including the final week of public examinations.

#### ➤ **Low Level Support – Discretionary Student Bursary**

##### **Up to £300 per academic year (depending on level of student applications received)**

You could receive this level of funding if:

- you have identifiable need; and
- do not fall into High or Medium Support Level categories; and
- Your gross annual household income is **between £24,000 and £26,000** (this includes any benefits of which you may be in receipt except Child Benefit)

Payment will be made on presentation of the appropriate claim form with receipts duly authorised by the Assistant Head Teacher (Sixth Form).

#### ➤ **At Risk Support – Discretionary Student Bursary**

Any student can be considered for an 'At Risk' Discretionary Bursary if the School considers them to be at risk of dropping out of school early on financial grounds. The Bursary will be awarded subject to the availability of funding, and dependant on need.

To be eligible, the student must have been recorded on the October census.

An 'At Risk' Bursary can be used to support:

- The recipients of a Vulnerable Student or Discretionary Bursary, where they need additional support in-year because financial hardship leads to them being at risk of dropping out.
- Any other student, where they need additional support in-year because financial hardship leads to them being at risk of dropping out.



## **16-19 BURSARY FUND POLICY – ACADEMIC YEAR 2018-19**

### **Eligibility criteria and conditions**

#### **Applicant's age**

The applicant (student) must be aged 16 or over and under 19 at the start of the academic year in which they start their programme of study. Start of this academic year is 31 August 2018.

#### **Residency qualifications**

Students must meet the residency criteria as set in the [EFA funding regulations](#). There is evidence that institutions must see to confirm the eligibility (i.e. passport or birth certificate).

#### **Proof of gross household income**

(Gross household income includes any benefits of which you may be in receipt except Child Benefit)

Proof of evidence will be required to support the application and could include:

- Tax Credit Award notice for tax year starting 6 April 2018 or other means tested certification (all pages including all household income and all benefits)
- P60 for tax year ending 5 April 2018 (additional evidence will also be required).
- Self-Employment Income evidence for tax year ending 5 April 2018.
- Certified letter from HMRC (Her Majesty's Revenue and Customs) regarding benefits including Housing Benefit and Disability Allowances and/or Household income
- Certified letter from the Department of Work and Pensions i.e. Income Support letter etc

#### **Conditions of payments**

Payment of a Bursary will be conditional upon a range of factors, which will be regularly monitored:

- Regular and punctual attendance, over 95%. (Authorised absence is considered as attendance).
- Satisfactory behaviour, and approach to school work.
- Full and punctual completion of coursework.
- Full attendance at examinations.

If these conditions are not met, the student will receive a written warning. Continued non-compliance after the written warning will result in any future Bursary payments being withdrawn.

Students can re-apply for a Bursary in the event of it being withdrawn and the School will require evidence of compliance before approving another Bursary.

#### **Change in circumstance**

A student receiving any support level of the Bursary must immediately inform the Assistant Headteacher (Sixth Form) of any changes in family circumstance that may affect their 'Support Level'.

#### **Payments**

- Notification confirming the receipt of the student's application for the 16-19 Bursary and outlining the support allocation awarded by the Bursary Fund Committee as well as its payment scheme will be provided to the student.
- Cash payments will not be permitted. Payments will be made as a bank transfer into the student's bank account.

#### **Appeals**

Applicants may appeal in writing against a payment decision. The appeal should be addressed to the Assistant Head Teacher (Sixth Form). Appeals will be decided by a member of the School's Senior Leadership Team, who has not been involved in the original decision. If this decision fails to resolve the issue, applicants can follow the School's normal complaints procedure.

#### **Data protection**

The School has agreed to share data and information in order to verify a student's eligibility and to verify the position for any student who moves to another school or college during the academic year.

The information contained within the application will be treated as confidential and only shared where necessary to progress an application.

Information associated with applications and decisions will be kept to satisfy audit expectations.