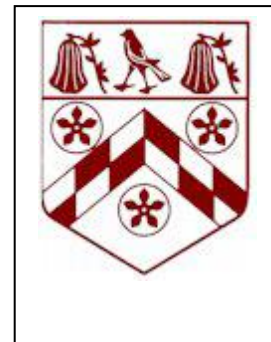


Blessed Hugh Faringdon Catholic School 16-19 Bursary Fund 2021-22



School Policy

The 16-19 Bursary Fund provides financial support to help students to participate in and benefit 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. Blessed Hugh Faringdon Catholic School will determine the eligibility criteria for discretionary bursaries, and the 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.

The Bursary is to support students with the cost of transport, sixth form dress code, educational books/equipment and educational trips; the school may retain a proportion of the bursary to purchase the resource directly on behalf of the student.

The 16-19 Bursary Fund is a limited fund determined by the EFA. For 2021/22, the School has been allocated a total 16-19 Bursary Fund of **£3165**

This policy sets out the arrangements for how Blessed Hugh Faringdon Catholic School will prioritise and administer the 16-19 Bursary Fund in 2021/22

The named contact at the School for all 16-19 Bursary support/enquiries is Mrs A McDonnell.

1. Bursaries Available

There are two types of Bursary available:

A Vulnerable student bursary (£1200) is available to all young people who meet the general eligibility criteria as set out in this policy *and* who have been identified as being most in need, as set out in this policy.

A Discretionary Bursary (up to £550) is available to all young people who meet the general *and* additional eligibility criteria as set out in this policy.

The School will retain a sum equivalent to 5% of the annual grant to administer the fund and to use as a hardship contingency fund to respond to exceptional or circumstantial in-year change. The contingency fund will be reviewed in April 2021 and any remaining funds will be distributed to eligible young people or carried forward to the next academic year for distribution.

Any young person meeting general eligibility requirements and facing financial hardship due to exceptional reason or circumstance change can apply to access the contingency funds on an individual basis by applying in writing.

2. General Eligibility

To be eligible to receive a 16-19 Bursary in the 2021-2022 academic year, the student must be aged 16 or over and under 19 on 31st August 2021. Students must also satisfy the residency criteria set out in the *EFA Funding Guidance. (A person on 1 September who is settled in the UK, and has been ordinarily resident in the UK and Islands for the three years preceding the 1 September.)

Eligibility for Vulnerable student bursary

You could get up to £1,200 if at least one of the following applies:

- you're in or recently left local authority care
- you get Income Support or Universal Credit in your name
- 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

Eligibility for Discretionary Bursary

A Discretionary Bursary (**Level 1**) of **up to £550** is available subject to availability of funds, to all young people where:

- their **gross** annual household income, as assessed by HM Revenue & Customs, does not exceed **£16,190** and/or;
- where the young person, or a sibling, qualifies for Free School Meals (FSM), and/or;
- where the young person's parent/guardian/carer(s) are in receipt of one of the following:
 - Income Support.
 - Income Based Jobseekers Allowance.
 - Income-related Employment and Support Allowance.
 - Guarantee element of State Pension Credit.

A Discretionary Bursary (**Level 2**) of **up to £350** is available subject to availability of funds, to all young people where:

- their **gross** annual household income, as assessed by HM Revenue & Customs, exceeds **£16,190** but does not exceed **£20,000**.

A Discretionary Bursary (**Level 3**) of **up to £250** is available subject to availability of funds, to all young people where:

- their **gross** annual household income, as assessed by HM Revenue & Customs, exceeds **£20,000** but does not exceed **£25,000**.

Household income can be evidenced by receipt of benefit and/or P60, Tax Credit Award Notice or evidence of Self-employment income.

All evidence of household income will be in strict confidence.

3. Payments

Subject to meeting the condition requirements as detailed below, payments will be made in the following instalments:

- October 2021 (50%)
- January 2022 (25%)
- April 2022 (25%)

Payments will be made by bank transfer. The young person must have a valid account in their name.

4. Qualifying Condition Requirements

Eligible young people will need to complete a qualifying learning period of 6 weeks before they are able to receive Bursary payments. However, any eligible young person can make an application ahead of the six-week qualifying period and in a case of extreme hardship, consideration will also be given for payment in advance of the six-week period.

All young people in receipt of a Bursary must meet weekly punctuality and attendance targets ensure continued support. In addition, all young people in receipt of a Bursary must behave appropriately and submit work of an appropriate level and to required deadlines. If the young person does not meet these conditions, the school reserves the right to withdraw or suspend Bursary payments. The Head of Sixth Form has responsibility for authorising payments to the young people eligible for payment of the bursary funding.

These conditions will not be additional to those expected of any young person within the School.

5. Application

Applications for a Bursary must be made using the correct Application Form and should be submitted in full by **Friday 8th October**. Applications made after this date will be considered if sufficient funds are available.

Assistance will be given to any young person to make an application where they are unable to do so due to a level of learning difficulty and/or disability/ or where they are not able to provide supporting evidence due to difficulties with engagement or support from their parent/guardian/carer(s).

6. Process

All applications for a Bursary or to access the contingency fund will be assessed by a 16-19 Bursary Application Panel, consisting of:

- **Mr B Winsor**
- **Ms H Jordan**
- **Mrs A McDonnell**

7. Appeals

If any young person or their parent/guardian/carer(s) are not satisfied with the outcome of their application, they should write to the Headmaster outlining their reasons why. The Headmaster will convene a 16-19 Bursary Appeals Panel, consisting of:

- **Headteacher**
- **Sixth Form Link Governor**

The Panel will consider and respond to appeals within **two weeks** of receipt. If the appeal is upheld or partly upheld it will be referred to the 16-19 Bursary Application Panel with recommendations. If the appeal is not upheld the appealing party will be signposted to the School's Complaint Procedure.

8. Confidentiality

Applications and supporting evidence will be confidential to the 16-19 Bursary Application Panel and in the event of an appeal, the 16-19 Bursary Appeals Panel.

9. Change of Young Person's Financial Circumstances

Any young person in receipt of a Bursary has a duty to inform the School should if their financial circumstances change, or those of their parent/guardian/carer(s) change (e.g. increase in household income that would affect the young person's entitlement to Free School Meals). This does not automatically mean any future Bursary payments will be stopped but would result in a convening of the 16-19 Bursary Application Panel to determine whether the payments continue or be stopped and the funds redistributed.

10. Young Person Transferring

Where a young person in receipt of a Bursary transfers *out of* the School to another education/training provider in-year, the School will liaise with that provider to ensure continuity of Bursary payments to enable the young person to complete the learning aim(s).

Where a young person in receipt of a Bursary transfers *in to* the School from another education/training provider in-year, the School will liaise with that provider to ensure continuity of Bursary payments to enable the young person to complete the learning aim(s).

11. Young Person Withdrawing

Where a young person in receipt of a Bursary withdraws from the School, and does not transfer to another education/training provider, Bursary payments made prior to the date of withdrawal will *not* be recovered but any scheduled payments to be made after the date of withdrawal will not be made.

12. Supporting Documents

In addition to this policy being openly shared with all young people and their parent/guardian/carer(s), the following documents will be used in the 16-19 Bursary process:

1. Application Form
2. Information for young people
3. Information for parent/guardian/carer(s)

13. Further Information

Further national information on the 16-19 Bursary Fund can be found:

www.gov.uk/government/collections/funding-education-for-16-to-19-year-olds