



Bellerive FCJ Catholic College Bursary Policy

Bellerive FCJ Mission Statement:

- To help everyone within a caring community to grow in faith
- To respect and value other cultures and faiths
- To make the most of every given ability
- To enjoy and achieve personal growth and academic excellence
- To prepare pupils for their adult life, playing a full part in a modern global society

History of Document

Issue No	Author/Owner	Date Written	To Governors	Date Approved	Comments
1		Sep 2016	Dec 2016		
2		Nov 2018			Policy Reviewed

1. Background

The 16-19 Bursary Fund has been allocated by the ESFA the funding agency for 16-19 education and training. This policy sets out the arrangements for how Bellerive FCJ Catholic College will prioritise and administer the 16-19 Bursary Fund in 2018-19

The School is committed to ensuring the Fund is used to support financially disadvantaged young people taking up or continuing in their education or training post-16 and achieving their learning aims. The named contact at the School for all 16-19 Bursary support/enquiries is Mrs Walker Director of Sixth Form.

2. Bursaries Available

There are two types of Bursary available:

i. Guaranteed Bursary

A Guaranteed Bursary 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.

ii. Discretionary Bursary

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

3. Bursary Amounts

The 16-19 Bursary Fund is a limited fund determined by the ESFA. The School will retain 10% of the 16-19 Bursary Fund to administer the fund and to use as a hardship contingency fund to respond to exceptional or circumstantial in-year change.

The Guaranteed Bursary amounts will be £1200 per student. The Discretionary Bursary amounts are up to £600 per student, subject to availability of funds.

A proportion of any Bursary may be retained by the School and used to support the central costs of books, equipment, and educational trips.

4. General Eligibility

To be eligible to receive a Bursary, all young people must be aged 16-19 at 31/08/18 and meet the ESFA residency requirements as set out in document *Funding Guidance 2018-19 Funding Regulations* available on the ESFA website. This details national funding residency requirements including those for Asylum Seekers.

5. Additional Eligibility for Guaranteed Bursary

A Guaranteed Bursary of £1,200 is available to all young people who are identified as being:

- currently or previously looked after (for a period of at least 13 weeks since the age of 14) by the Local Authority, and/or;
- in receipt of Income Support in their own right, and/or;

- disabled and in receipt of both Employment Support Allowance *and* Disability Living Allowance.

6. Additional Eligibility for Discretionary Bursary

A Discretionary of up to £600 per student, is available, subject to availability of remaining 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
 - Guaranteed element of State Pension Credit

BEYOND THIS, IF A STUDENT STILL WISHES TO APPLY AND FEEL THEY HAVE SPECIAL, EXTENUATING CIRCUMSTANCES, THEY MAY OUTLINE THEIR CASE IN WRITING WITH SUPPORTING EVIDENCE AS APPROPRIATE.

7. Contingency Eligibility

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

8. Evidence

All applications to access the 16-19 Bursary Fund must be supported by appropriate evidence. Copies of evidence shall be retained by the School to provide financial assurance as required. All evidence will be treated as confidential

Acceptable supporting evidence for the Guaranteed Bursary will be either a:

- Statement from the Local Authority confirming the young person's 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:

- Confirmation from the Local Authority of entitlement to Free School Meals (FSM) and the household income is less than £16,190
- Part 1 of the latest Tax Credit Award Notice (TCAN) for the young person's household. This document from HM Revenue & Customs details entitlement to Tax Credits and the Total Income for the year 5 April 2017 to 6 April 2018.

- 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. It must be for the correct adult(s) and for the correct Tax Year (to 5 April 2017). The income will be shown as Total for year.
- Self-Assessment Tax Calculation (SA302). This is the equivalent of the P60 for self-employed people. It must be for the correct adult(s) and for the correct Tax Year (to 6 April 2017). The income will be shown as Total for year.

10. Payments

Students receiving Discretionary Bursary payments will receive biometric payment for food in the school 6th Form Bistro for all lunches for the half term. The remaining money in the student's fund will be paid directly to the student. Payments based on the current system will be made by BACS to the student only. Payments cannot be made via the parental bank account.

Students can claim funds back from their bursary fund for the purchase of items that will aid their schooling – for example; text books, uniform, equipment etc. This will be taken from the student's allocation of funds.

11. 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.

All young people in receipt of a Bursary must meet attendance requirements of 95% to ensure continued support as well as full study attendance and excellent punctuality. 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. These conditions will not be additional to those expected of any young person within the School.

12. Application

Applications for a Bursary must be made using the correct Application Form. Once the Bursary Fund has been exhausted, it will not be possible to consider further applications.

Consideration must be given to assisting any young person to make an application where they are unable to do so due to a level of learning difficulty and/or disability.

Consideration must also be given to assisting any young person in making an application where they are not able to provide supporting evidence due to difficulties with engagement or support from their parent/guardian/carers(s).

Can I appeal against the decision?

You do have the right to appeal. If you wish to appeal against any decision made, please contact the Headteacher in writing, fully stating your reasons. Please note that additional evidence may be required to support your appeal. When preparing your

appeal you should include letters of support from people who understand your situation. For example: a support worker, GP etc. Final decisions for appeals will be made by a panel consisting of Governors. Their decision will be final.

Policy Reviewed 21/11/18