



Bellerive FCJ Catholic College

16-19 Bursary Policy

This policy will be implemented in a way which honours the vision that every FCJ school is a community of persons - students, staff, governors - bound together in mutual respect and ready to rely on each other in fulfilling their privileged task as educators in a Catholic school.

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	J Westwood	04/09/2020			
		Reviewed	Oct 2023		

POLICY STATEMENT

This policy sets out the arrangements for how Bellerive FCJ Catholic College will prioritise and administer the 16-19 Bursary Fund.

It is the aim of the school to use funds to make the maximum impact on attendance, retention, achievement and success rates.

Its purpose is to provide financial support to help disadvantaged students overcome specific barriers to participation, so that they can remain in education.

There are 2 types of 16 to 19 bursaries:

- Vulnerable Groups Bursary for young people in one of the defined groups below.
- Discretionary Bursary that the school awards to meet individual needs. For example, transport, meals, books and equipment.

1. Age

A student must be aged 16 or over but under 19 on 31 August 2023 to be eligible for help from the bursary fund in the 2023 to 2024 academic year.

Students aged 19 or over are only eligible to receive a discretionary bursary if they are continuing on a study programme, they began aged 16 to 18 (19+ continuers) or have an Education, Health and Care Plan (EHCP)

2. Vulnerable Groups Bursary up to £1,200 per annum paid in instalments.

Students who fall into one of the following categories are eligible:

- In care
- Care leavers
- Receiving Income Support (IS) or Universal Credit (UC) in place of Income Support in their own right.
- Receiving Employment Support Allowance (ESA) and Disability Living Allowance (DLA) or Personal Independence Payments in their own right

A student who has been offered this bursary cannot also apply for the Discretionary Bursary.

3. Discretionary Bursary up to £800 per annum paid in instalments. If you are in receipt of FSM, you will receive a reduced bursary of £300 and your FSM allowance will be allocated to your lunch account daily.

Who is eligible to apply?

Students aged under 19 years of age on 31st August 2023 and who fall into one of the following criteria, will be eligibility to apply for this fund:

- Eligibility to FSM in year 11
- Unaccompanied asylum seekers (UASC)
- Young carer not in receipt of a carers allowance
- Parental receipt of benefits
- Total household income less than £28,000
- Other exceptional circumstances where hardship can be evidenced.

How do I apply?

- Complete the 16-19 Bursary Fund application form – forms can be downloaded from the school website.
- Attach the required proof (please send in photocopies and not the originals)
- Submit your application form to Mrs Broom in the Finance Office.
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When to apply

- Application should be received by Monday 6th November 2023.
- If your circumstances change during the year, an in-year application can be made at the beginning of every term and will be reviewed subject to bursary funds being available.

Evidence

All applications to access the 16-19 Bursary Fund must be supported by appropriate evidence.

Examples of evidence are:

- An income support award letter which is less than 3 months old at the date of application
- All pages of a recent Tax Credit Award
- An employment support allowance award letter which is less than 3 months old at the date of application
- A pensions/benefits award letter which is less than 3 months old.
- 3 months of wage slips
- P60
- Self-employment audited accounts or an official tax return.

What happens next?

Please note, all applications will be treated in the strictest confidence.

Can I appeal against the school's decision?

Yes, you have the right to appeal. If any young person or their parent/guardian are not satisfied with the outcome of their application, they should appeal in writing to the Head of Sixth Form within 10 working days stating fully their reasons for appeal.

The Head of Sixth Form and Finance Manager will meet with the appeals panel within 15 working days of receiving the appeal. The final decision for appeals will be made by the appeals panel consisting of Deputy Head and Head Teacher.

The applicant will be informed of the panel's decision within 10 working days of that meeting. The panel's decision is final.

SCHOOL PRIORITISATION OF FUNDING

- i) Assistance to meet transport costs.
- ii) School meals subsidy
- iii) Educational enrichment activities
- iv) Fees in relation to a student's course of study
- v) ICT equipment
- vi) Discretionary awards for other purposes in exceptional circumstances

IMPORTANT NOTES: -

- The budget for the Bursary Fund is limited: students who are eligible for support are not automatically entitled to it. If demand exceeds the available fund, reduced awards may be given.
- All awards are dependent on the student achieving and maintaining satisfactory progress and attendance in all their classes and the Bursary will be stopped if deemed unsatisfactory.

EXCEPTIONAL CIRCUMSTANCES

The school will recognise wider family circumstances that would place families in financial difficulty.

Examples of these include, but are not limited to, the following:

- A student is a carer
- Number of dependent children in the family

FORMAL AGREEMENT

A student awarded a Guaranteed or Discretionary Bursary will sign an agreement with Bellerive FCJ Catholic College undertaking to meet the school's conditions, accepting the amount and basis on which it is to be paid.

Bursary payments are conditional:

- On achieving **95% or above attendance**
- On acceptable progress in line with target grades, including submitting all work by given deadlines.

Failure to meet the above conditions may mean part or all of your payment could be stopped.