

# Our Lady's Catholic College Sixth Form



## 16-19 Bursary Policy

The 16 to 19 Bursary Fund provides financial support to help students overcome specific barriers to participation so they can remain in education. More information can be found on this link [16 to 19 Bursary Fund: Overview - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/16-to-19-bursary-fund-overview)

There are two types of bursary:

- Vulnerable (non-discretionary) bursary – up to £1,200 per year for young people in a defined vulnerable group.
- Discretionary bursary – awarded to meet individual needs, for example, help with the cost of transport, meals, books and equipment, visiting university open days or interviews.

### Eligibility

These eligibility criteria apply to both types of bursary:

**Age** - Students must be aged 16 or over but under 19 at the start of the 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).

**Residency** - Students must also satisfy the residency criteria set out in the \*ESFA Funding Guidance 2022 to 2023. (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). If you are in any doubt, please speak with the Head of Sixth Form or the Sixth Form Pastoral Officer.

#### 1. Vulnerable Bursary

This is a guaranteed bursary of up to £1200 per year for young people of the defined vulnerable groups. To apply for a vulnerable bursary, students must be in one of the following defined vulnerable groups:

- In care;
- Care leavers;
- In receipt of Income Support (or Universal Credit in place of Income Support) because they are financially supporting themselves and someone who is dependent on them and living with them such as a child or partner;
- In receipt of Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right.

Students must provide evidence that they are eligible, for example, a letter from DWP stating the benefits the student is entitled to or written confirmation of their current or previous looked after status from the relevant local authority.

## **2. Discretionary Bursary**

The school makes discretionary bursary awards to students most in need of financial assistance to enable them to remain in full time education. Receipt of a Bursary will be conditional on the student meeting agreed targets set by the school including good levels of attendance punctuality, effort and behaviour (see below).

Discretionary bursaries are offered to support the costs of:

- Purchase of books/equipment (to be returned on leaving the sixth form)
- Purchase of specialist clothing
- Contribution to a bus pass for travel to and from sixth form
- Contribution to food in the school canteen
- Contribution to cost of activities/trips (related to the curriculum)
- Contribution to cost of attending university open days and interviews
- UCAS registration
- Other costs deemed appropriate by the Discretionary Bursary Panel

Students may loan a laptop from school free of charge.

To apply for a discretionary bursary, students must meet one of the following criteria:

- Household income of less than £20,000
- Eligible for free school meals in Year 11. Families will need to reapply to stay on the list in sixth form.
- Student carer

Students must provide evidence that they are eligible, for example, proof of household income or benefits, a young carers assessment or evidence of Carers Allowance. The Discretionary Bursary Panel (Headteacher, Head of Sixth Form and Director of Finance and Operations) will meet on a termly basis to review applications received. Please note that submitting an application does not guarantee a full award. Where possible, the school will pay for resources needed and provide them to the student. If this is not possible, a payment will be made to the student before the start of each half term to cover the costs of the item; or the student may pay for an agreed item and bring in a receipt for reimbursement.

In allocating the discretionary bursaries, priority will be given to students in receipt of free school meals. These students will be eligible to receive a level 2 Bursary award of up to £1000 for 2022-23. Students who are not in receipt of free school meals, but meet other criteria may be eligible to receive a bursary of up to £800.

### **Bus Passes**

Students who have attended the school on denominational grounds, e.g. as a baptised Catholic or from a primary Catholic partner school can apply for a continuation of their funded bus pass should they have been eligible in main school.

### **Hardship Funds**

Students who may not fall into the above categories but who are experiencing financial hardship due to current/changed circumstances or with an exceptional situation can ask for support. They will need to provide a letter in writing explaining their need and may be asked to provide additional supporting evidence where necessary.

## **Bursary Payments**

Any direct bursary payments will be made via cheque made out to the student. Payments are usually made every half term. However, in some cases it may well be that students have to claim back the funds showing evidence via receipt or that orders are placed through school in order to purchase items on the student's behalf.

## **Payment requirements**

To receive any funds once the school has acknowledged eligibility, participating students at Our Lady's Catholic College Sixth Form must adhere to the criteria laid out below.

**Attendance:** This must remain above 94%, if attendance falls below 94%, then bursary payments may be withheld or adjusted, unless there are exceptional circumstances.

**Behaviour:** No negative behaviour should be reported, if unsatisfactory behaviour is identified, then bursary payments may be withheld, until behaviour improves or intervention with the Head of Sixth Form is put in place.

**Submission of work:** All deadlines both internal and external should be met with no notification of concerns received by the Head of Sixth Form.

**Attainment:** If students are underperforming in subjects, the bursary payments may be withheld until subject teacher confirms that an improvement in attainment is evident.

An award letter will be issued to the student confirming the amount of support they will receive, what support will be made in-kind and the payment conditions.

## **Appeals**

Students have the right to appeal against any decision made. Appeals should be made in writing to the Headteacher.

## **Fraudulent Claims**

If an application is found to have been made on the basis of false declarations the student will be required to repay the entire Bursary Fund and may be asked to leave the course.

## **Application Process**

All applications for Bursary Fund payments are to be made to the Sixth Form Office.

To apply for a Bursary please complete the application form to the Sixth Form Office by Friday 22 September 2023.

It is our intention to process applications and provide in writing the outcome by Friday 6 October 2023. Applicants should ensure that they include all the required evidence by the deadline above in order to allow for timely decisions to be made. If you have any queries about the process or evidence needed, then please contact either the Sixth Form Team or the Finance Department for assistance.

Please keep any receipts for transport or items purchased in the meantime as if you are eligible and have proof of purchase we can reimburse these costs.

It is important to note that you can apply for a bursary at any time, for example if your household circumstances change during the academic year.