

# **Holy Family Catholic High School & 6<sup>th</sup> Form Centre**



## **Bursary Policy**

# HOLY FAMILY CATHOLIC HIGH SCHOOL

## 16-19 BURSARY FUND POLICY 2018 - 19

### 1. What is the 16-19 Bursary Fund?

This fund is made available from the government through its funding body, the Young Peoples' Learning Agency (YPLA), to provide assistance to students whose access to and participation in education is inhibited by financial constraints or barriers. The new 16-19 year old Bursary Fund scheme has been put in place as a partial replacement for Education Maintenance Allowance (EMA).

### 2. Who is eligible to apply for 16-19 Bursary funding?

Students following government funded full time or part-time courses, who are 16 years and over and satisfy one of the following criteria:

- Students aged at least 16 and under 19 years of age on 31<sup>st</sup> August 18 who are in care, are leaving care, are in direct receipt of Income Support or are disabled and in receipt of **both** Employment Support Allowance **and** Disability Living Allowance;
- Students who are economically disadvantaged and at risk of not taking up or continuing in their education;

### 3. How does Holy Family Catholic High School assess applications and allocate 16-19 Bursary funding?

The 16-19 Bursary Fund is a limited fund and the school will prioritise allocation according to personal circumstances and household income. There will be **2 tiers of funding** and a **Discretionary Fund**.

#### Tier 1

Students aged at least 16 and under 19 on 31<sup>st</sup> August 2018 and who fall into one of the following categories:

- are currently in care (as defined by Social Services);
- are leaving or have recently left care;
- are in receipt of Income Support in their own name;
- are disabled and in receipt of **both** Employment Support Allowance **and** Disability Living Allowance

**Eligible students under Tier 1 will be guaranteed a £1,200 bursary made payable in 6 half termly instalments.**

#### Tier 2

Students who fall into one of the following categories:

- have a gross annual household income of below £25,000;
- are identified as eligible for Free School Meals (Appendix 1 - Sefton Free School Meals application form).

Students in this group may be eligible, subject to the availability of funds, for the following:

- a contribution towards the cost of transport, essential course equipment and resources, trips, materials etc ;
- a possible cash bursary if aged under 19 on 31<sup>st</sup> August 2018, dependent on meeting agreed attendance and behaviour criteria;
- Financial support towards childcare costs and exam re-sit fees if aged 19 or under on 31<sup>st</sup> August 2018.

## Discretionary Fund

Sixth Form students will be considered for funding, subject again to availability. Students in this group may receive a contribution towards the cost of essential course equipment and resources, transport costs etc.

**Emergency payments** of small sums from this Discretionary Fund may be available for any student in need at times of crisis, e.g. homelessness.

### Conditions of payment:

- Payments made in arrears at ½ termly intervals
- Minimum attendance of 90% attendance to all lessons per week
- Attendance to a minimum of 2 supervised study periods per week
- Meeting expectations for punctuality; behaviour and completion of work
- Students need to provide evidence of work form before payments are authorised
- Receipts for items of equipment, resources, transport costs etc must be provided

## 4. Procedures

### Information and Application

Information on eligibility and how to apply for the Bursary will be available to all students as part of their induction into the Sixth Form. This information will also be placed on the school's website.

Applications should be made on the Bursary Application Form available from the Sixth Form Team or downloaded from the school's website.

- **Applications should be made as soon as possible and by 29<sup>th</sup> September, 2018 at the latest. Information provided will be treated in the strictest confidence.**
- Emergency applications can be submitted at any time.
- Students who apply for the £1,200 bursary will need to provide documentary evidence (see Annex 4) to show that they fall into one of the nominated vulnerable groups: young people in care, care leavers and those in receipt of Income Support or Employment and Support Allowance **and** Disability Living Allowance.
- Free School Meal evidence can be obtained without student involvement as the Local Authority provides the school with confirmation of all students granted Free School Meals.

- Other applications must be supported by relevant documentation (see Appendix 4 for guidance).
- Completed forms should be handed in to the School's Business Manager.
- All applicants will be advised of the outcome by letter.

## **5. Method of payment**

Payments will usually be made directly to the student or where it is requested by the Student, to their parent or guardian by cheque. Tier 1/2 payments will be made in 6 instalments i.e. one per half term. Discretionary Fund payments may or may not be staged depending on the sum involved and the reasons why funding has been granted.

## **6. Decisions**

Decisions about acceptability of evidence for eligibility and assessment of need will rest with the school's Business Manager. They will be communicated to applicants via letter. An appeal against any decision will be heard by an Appeals Panel comprising the Headteacher, a Governor and a member of the Senior Leadership Team.

Appeals must be made in writing within 5 working days of decisions being issued.

## **7. Policy Review**

The Governing Body intends to review and update (as appropriate) the school's 16-19 Bursary Fund Policy and procedures on an annual basis, depending on Government policies and any local agreements which may evolve.

For any queries or clarification required, please contact either the school's Business Manager or the Year12/13 Progress Leaders.

**Date: 12<sup>th</sup> September, 2018**