

St Edward's Church of England Academy

16-19 Bursary Fund Policy

Adopted by St Edward's Church of England Academy:	September 2019
Review:	September 2021

1. **RATIONALE**

At St Edward's Academy, we want to ensure that students wishing to continue into post-16 education are not financially disadvantaged. Therefore, every student has the opportunity to apply for a Sixth Form Bursary. If a student qualifies according to the criteria, and funding is available, they must adhere to the Bursary Contract to receive payment.

2. **POLICY AIMS**

- To ensure that the funds received annually from the Education Skills Funding Agency (ESFA) are targeted towards students that have the greatest need;
- To ensure that any remaining funds are distributed fairly to the students whose household income may limit their educational opportunities;
- To ensure financial sustainability through the flexible devolvement of the ESFA bursary funds received, thereby preventing an overspend in any annual cycle of funding;
- To ensure that any personal financial details remain secure and confidential;
- To minimise the risk of fraudulent claims.

3. **HOW THE BURSARY FUND IS USED AT ST EDWARD'S ACADEMY**

An annual bursary fund is allocated to St Edward's Academy by the ESFA. Students apply for the Bursary. Students whose household income is less than the earnings threshold for free school meals are eligible for the Bursary. Eligible in-year applicants (due to changes in household circumstances) will be provided for using the discretionary hardship fund.

4. **BURSARY APPLICATIONS**

All students must complete the relevant Bursary application form (Appendix A) and submit it to the Sixth Form team with the required evidence by the specified deadline in any year. Students who have a change in household circumstances may submit in-year applications to the Sixth Form team at any time.

To receive a bursary, students must be aged under 19 on 31st August in the academic year in which they start their programme of study and must satisfy ESFA residency criteria. Other criteria are detailed on the Guidance for Applicants paper (Appendix B).

Applications are assessed by the Sixth Form team in any year. For in-year applications, assessment will be made within 2 weeks of receipt of the application.

5. **NOTIFYING STUDENTS OF OUTCOMES**

Students will receive written notification of the outcome of their Bursary Application. Students who have been assessed as eligible for the Bursary will need to sign the St Edward's Academy 16 – 19 Bursary Fund Contract (Appendix C).

6. **PAYMENTS**

All bursary payments will be made by BACS transfer and will be subject to the conditions laid out in the 16-19 Bursary Fund Contract (see Appendix C).

7. **SECURITY OF PERSONAL INFORMATION**

All applications will be made through the Sixth Form team and forms and information will be treated as per the General Data Protection Regulations. All personal information, including bank details and household earnings, will be stored securely and will remain strictly confidential.

8. **INTERNAL APPEALS PROCEDURE**

Students have a right to appeal against a decision if they have evidence that St Edward's Academy has made a mistake and that they have behaved in accordance with the 16 -19 Bursary Contract. Appeals should be made to the Headteacher in the first instance.

The deadline for submission of an appeal is 2 weeks after the notification letter has been received. If a further appeal is to be requested, this will then be heard by a Governors' sub-committee of two members.

9. **FRAUD**

Parents/Carers and students must confirm that all information provided is true and must notify St Edward's Academy if any circumstances change. The bursary will be provided on the basis that certain conditions as detailed in the Bursary Contract are met. Students should understand that eligibility may be withdrawn should they knowingly provide information which is discovered to be false.

Appendix A –Application Form

If you have any queries relating to
this bursary, please contact

sixthform@steds.org.uk

Date Received:

St Edward's Church of England Academy

16-19 Student Bursary 2020-2021 Application Form

Student Eligibility:

This form is applicable only to students between the ages of 16 and 19 years of age on 31st August 2020 who are studying a further education course, on a full-time basis (12 hours per week or more).

Discretionary Bursaries are paid to help students access education. They can be used to purchase books, equipment, clothes compliant with the dress code or to provide access to transport, including travel to and from school.

Student Details – please complete <u>all</u> sections in block letters					
Student Surname:				Student Forename(s):	
Gender (please tick)	M		F		Date of Birth:
Country of Origin:					
Current Home Address:					
Postcode:			Home Telephone:		
Student Mobile:			Student Email:		
Bank Details (must be student's Account - not parent's account)					
Name on Account:					
Account Number:					
Sort Code:					

Parent/Carer Declaration (if you live independently you do not need to complete)

Before the student can receive this Bursary they must sign an attendance agreement stating that they must attend all timetabled lessons, be punctual to lessons, work to the best of their ability and meet appropriate standards of behaviour.

They will also be made aware that any pattern of non-attendance is unacceptable and may result in the payment being stopped. If they are unable to attend a lesson for any reason, they must inform the Sixth Form Office. They will also be required to have a minimum of 96% attendance to receive this bursary.

Please sign to confirm that you have read and fully understood the criteria set out in the above statement and that the information below is correct.

Signed:

Date:

Are you living independently? **If so, please tick:**

Living in Care	
A Care Leaver	
In receipt of your own Income Support	
Your own Disability Living Allowance with ESA	

Household Income Information

This part of the form needs to be filled out by the person receiving Universal Credit or has additional evidence of low household income.

I am in receipt of Universal

Credit or my household income is £_____

Evidence of Universal Credit or payslips attached. **(Please attach original documents. They will be copied and returned to you.)**

What Happens Next?

- **The Bursary Contract Agreement** must be completed and returned to Mrs Ager. Students should note that they must have a minimum of 96% attendance in order to receive the Bursary payments. Attendance checks will be made.
- Every term the student's teachers will be asked to report on the student's effort and progress before payments are made.

Payment will be made to the student by means of a bank transfer in November 2020, March 2021 and June 2021.

Return Address:

Mrs Ager
St Edward's Church of England Academy
London Road,
RM7 9NX

This must be returned by 23rd October 2020 Late applications will not be considered.

Ethnic Origin: (Please Tick)

Please ✓ the ethnic category below that you feel best describes you:			
<input type="checkbox"/>	Asian or Asian British - Bangladeshi	<input type="checkbox"/>	Mixed - White and Black African
<input type="checkbox"/>	Asian or Asian British - Indian	<input type="checkbox"/>	Mixed - White and Black Caribbean
<input type="checkbox"/>	Asian or Asian British - Pakistani	<input type="checkbox"/>	Mixed - Any other Mixed background
<input type="checkbox"/>	Asian or Asian British - Any other Asian background	<input type="checkbox"/>	White - British
<input type="checkbox"/>	Asian or Asian British - Chinese	<input type="checkbox"/>	White - Irish
<input type="checkbox"/>	Black or Black British - African	<input type="checkbox"/>	White - Any other White background
<input type="checkbox"/>	Black or Black British - Caribbean	<input type="checkbox"/>	White - Gypsy or Irish Traveller
<input type="checkbox"/>	Black or Black British - Any other Black	<input type="checkbox"/>	Arab
<input type="checkbox"/>	Mixed - White and Asian	<input type="checkbox"/>	Any other ethnicity

Student's Declaration:

I declare that the information I have given on this form is complete and accurate to the best of my knowledge. I further undertake to repay the school of any overpayment of this bursary as a result of leaving the college before the end of my course.

Full name of student:

Student's signature:

Date:

Parental Details – please complete all sections in block letters

Surname:	Forename(s):
Surname:	Forename(s):
Current Home Address:	
Postcode:	Home Telephone:
Parent Mobile:	Parent Email:

Appendix B- Guidance for applicants

St Edward's Academy

Guidance for applicants for the 16 – 19 Bursary 2020/2021

St Edward's Academy will target the 16-19 Bursary to ensure that it reaches students who face significant barriers to participating in education and will target funds to help the students in greatest need.

Bursary Fund

Bursaries will be allocated (subject to available funds) on 2 levels based upon the following criteria:

LEVEL 1

- A Young Person in Care
- A Care Leaver
- A young person in receipt of Income Support
- A disabled young person in receipt of Employment and Support Allowance who are also in receipt of a Disability Living Allowance

LEVEL 2

- Household income under £16,190 per annum. At the school's discretion, we will also consider applications from students with a household income of under £21,000.
- As a guideline to the alternative income related eligibility, please consider the current household income band that allows the claiming of free school meals ie. up to £16,190 p.a.

Discretionary Fund (or Short-term financial hardship)

In addition to bursary fund payments, St Edward's Academy will operate a discretionary payment system for specific educational purposes such as: educational visits and exceptional travel expenses for university interviews.

Application Procedure and Payments

All applications are to be made using the St Edward's Academy 16–19 Bursary/Discretionary Fund Form 2020/2021. Completed forms must be returned with all necessary supporting evidence to the Sixth Form team by 30th September in any year.

St Edward's Academy will then assess your eligibility by 15th October in any year and will advise you, in writing, of the outcome.

All bursary payments will be made by BACS, one month in arrears, and will be subject to the conditions laid down in the 16-19 Bursary Contract: attendance, coursework completion, effort, appropriate behaviour and dress code, and academic progress.

A 16-19 Bursary Contract will need to be signed by all students who are deemed eligible.

Security of Personal Information

St Edward's Academy will treat all personal information, including bank details and household earnings as per GDPR and this information will be stored securely and will remain strictly confidential.

Internal Appeals Procedure

Students have a right to appeal against a decision if they have evidence that the academy has made a mistake and that they have behaved in accordance with the 16 -19 Bursary Contract. Appeals should be made to the Headteacher in the first instance. The deadline for submission of an appeal is 2 weeks after the notification letter has been received. If a further appeal is to be requested this will then be heard by a Governors' sub-committee of two members including a Governor who does not know the student.

Fraud

Parents/Persons with Parental Responsibility and students must confirm that all information provided is true and must notify the academy if any circumstances change. The bursary will be provided on the basis that certain conditions set by the academy as detailed in the Bursary Contract and understood that money may be claimed back and eligibility withdrawn should they knowingly provide information which is discovered to be false.

Appendix C – Bursary Fund Contract

St Edward's Church of England Academy

16-19 Student Bursary Award Contract

Student Name:	Student Signature
Parent/Carer Name:	Parent/Carer Signature:

To qualify for your Bursary payments you must adhere to the following conditions in the Sixth Form:

- No more than 5 lates in a term (including lessons)
- Minimum 96% attendance to school
- Adequate effort in lessons (Staff will be surveyed prior to payments)
- Progress within the subject in line with ALPs/FFT grades
- All homework and lesson preparation set by staff is completed
- Attendance to all assemblies and church services
- Full adherence to the Sixth Form Agreement

I agree to comply with the conditions listed above to qualify for my Bursary Award.

I am aware that should I fail to meet them my payments may be withheld.

Student Name: _____ Signed: _____