

# The McAuley Catholic High School Sixth Form

## 16-19 Bursary Eligibility 2017/18



The 16-19 Bursary Fund provides financial support to Sixth Form students who face financial barriers to participation in education.

There are 3 types of award:

1. **Students whose total household income is below £26,000\*** may claim **Regular Discretionary Payments**.
2. **'Vulnerable' students** e.g. Looked After Children are entitled to a **Fixed Bursary**
3. **Students facing short term financial difficulties** may claim **Exceptional Payments**.

Please refer to the table overleaf to check eligibility and what evidence you need. If you are eligible for any of the above then detach this page, complete the sections below and overleaf, attach the required evidence and return to Miss Harte, Sixth Form Administrator.

### Personal details (all details will remain private and confidential)

Student	
Forename:	Surname:
Address:	
Post Code:	
Date of Birth:	Age:
Contact Telephone number:	
<b>Please tick below which applies to you and your circumstances</b>	
(✓)	
*Living with parent(s)/guardian(s)	<input type="checkbox"/>
A student in care/looked after young people: <b>Please provide written confirmation from your Social Worker/Local Authority to confirm this</b>	<input type="checkbox"/>
Parent(s)/Guardian(s)	
*If you have ticked Living with parent(s)/guardian(s) please provide their details below	
Name :	Name :
Relationship to student:	Relationship to student:
Telephone number:	Telephone number:
Total number of dependants in household:	
*Consideration may be given to the number of dependent children in the household if the household income exceeds £26,000	

## Statement of household income (students living with parent(s)/guardian(s))

	Amount	Frequency (weekly, fortnightly, monthly, yearly)	Evidence required
Earned Income (please provide evidence of income for <u>both</u> parents/guardians where applicable)	£		4 weekly or 2 monthly wage slips (most recent) or P60 If self-employed please provide End of Year Tax Return or letter from accountant
Entitled to Free School Meals	Yes / No		Please supply letter from Local Authority
Student's Own Income	£		As above
Working/Child Tax Credits	£		Tax Credit Award Notice (all pages) from Inland Revenue for this Tax Year
Income Support/ESA/JSA/Universal Credit			Award letter or bank statement detailing payments
Incapacity Benefit	£		As above
Private Pension/War or Military/State Pensions	£		As above
CSA/Maintenance	£		As above

## Bank Details (student's personal bank account only)

Successful applicants will receive their termly payments directly into their bank account, these payments cannot be made to parents/guardians)	
Bank/Building Society Name	
Account Holder Name (as it appears on your statement or ATM card)	
Account number ( <b>not</b> the 16 digit number on ATM cards)	
Sort Code	
School admission number (your login / email, 6 digits)	

## Bursary Conditions/Requirements/Declaration

I declare that the content of this application and supporting evidence is complete and correct to the best of my knowledge.

I will inform school immediately, in writing, if there are changes to my household's financial circumstances. I agree to repay the 16 – 19 Bursary Fund immediately if the information I have given is not updated or found to be false or misleading.

I have read and understood the terms and conditions outlined in the school's Bursary Policy attached.

**I understand that payments may be adjusted or unauthorised if I do not meet the expectations outlined in the Learning Agreement and the school's Bursary Policy (e.g. reductions may be made for low attendance, receiving sanctions/red points or referrals to Head of Year etc.)**

I am aware that I must re-apply next year if returning to Sixth Form and that there is no guarantee that funding will be available in future years.

I understand that I may not always receive the full value of any claim since payments depend on the balance in the 16 – 19 Bursary Fund.

Signed: \_\_\_\_\_ (student)                      Date: \_\_\_\_\_

Signed: \_\_\_\_\_ (parent/guardian)                      Date: \_\_\_\_\_

# The McAuley Catholic High School Sixth Form

## Managing the 16 – 19 Bursary Fund 2017/18



### Introduction

A key priority of the Government is to eliminate the gap in attainment between those from poorer and more affluent backgrounds, and to ensure every young person participates in and benefits from a place in 16-19 education and training. The 16-19 Bursary Fund is designed to provide financial support to those young people who face the greatest barriers to continuing in education or training post-16.

This document outlines how The McAuley Catholic High School Sixth Form will manage the 16-19 Bursary Fund. It covers the eligibility of claimants, how to make a claim, the administration of a claim, the frequency and nature of payments, ownership of goods with asset value and the appeals procedure.

### Types of support

The 16-19 Bursary Fund provides financial support for three types of learners:

1. **Learners facing financial barriers to participation** may claim **Regular Discretionary Payments (termly)**.
2. **Vulnerable learners** are entitled to a **Fixed Bursary**
3. **Learners facing Exceptional Circumstances** may claim **Exceptional Payments**.

### Eligibility

1. **Learners facing financial barriers to participation** - typically where total household income falls below £26,000 - may claim **Regular Discretionary Payments\***  
(\*we reserve the right to award regular discretionary payments to students from households with a total household income above £26,000, in light of individual circumstances).
2. **Vulnerable learners** are students who are:
  - Children who are Looked After (e.g. in Foster care or a Children's home);
  - Care Leavers (living semi-independently or in their own flat);
  - young people in receipt of income support (or Universal Credit) in their own name;
  - disabled young people in receipt of both Employment Support Allowance (ESA) and Disability Living Allowance (DLA)
  - disabled young people in receipt of both Employment Support Allowance (ESA) and Personal Independence Payments (PIP)

These students are expected to use their **Fixed Bursary** to subsidise all of their education related costs including transport to and from school. Additional payments may be made in exceptional circumstances.

3. Under **exceptional circumstances**, students who are not eligible for a Vulnerable Learner's Bursary or Regular Discretionary Payments may apply for **Exceptional Payments**.

**Students experiencing exceptional circumstances** may claim for an **Exceptional Payment**. Each application will be considered on its own merits. Authorisation may be based on:

- sensitive/confidential information made known to the Sixth Form Team or CP Officer
- documentary evidence supplied by parents

Whilst the request for evidence may seem intrusive, the school is responsible for the distribution of public funds and is subject to audit. Requests for and treatment of evidence is in accordance with the requirements of the 16-19 Bursary Fund Guide.

**All payments are conditional on students meeting the expectations outlined in the Learning Agreement signed at enrolment.** Reasons for reduced payments include:

payment(s) will be adjusted for low attendance

payment(s) will not be awarded in any week in which a student has:

- unauthorised marks eg U, N, O or 3 or more 'lates' recorded on the attendance register
- received a sanction for 'low level' issues e.g. lateness to lessons, uniform issues etc
- received a '3' or '4' for 'attitude to learning' or been referred to HoY for missing deadlines, poor attitude

payment(s) will not be awarded in any half term in which a student has:

- been referred to the Inclusion Unit
- truanted
- left school premises without signing out
- failed to attend lesson(s) without permission

payment(s) will not be awarded in any term in which a student has:

- been Excluded
- taken an unauthorised holiday or work experience

### **How to claim 'Regular Discretionary Payments' or the 'Fixed Bursary' from the 16 – 19 Bursary Fund**

- All students need to submit the '16–19 Bursary Eligibility 2017/18' form along with the required evidence listed on the form.
- Eligible students will then automatically receive half termly payments direct to their account (subject to observing the conditions of enrolment).

### **How to claim 'Exceptional Payments'**

- Learners facing Exceptional Circumstances may be students who:
  - are already in receipt of Regular Discretionary Payments or the Fixed Bursary who are experiencing additional financial difficulties
  - or
  - are not currently eligible for Regular Discretionary Payments or the Fixed Bursary but are experiencing sudden changes in financial circumstances/difficulties.
- Students wishing to claim an exceptional payment are advised to see the Sixth Form Administrator for a confidential discussion so an appropriate action can be made. Some

may need to submit a one off '16-19 Bursary Fund Exceptional Payment Application 2017/18' form while others may have become eligible for Discretionary Payments. All forms are available from the Sixth Form Office.

- The form should be signed, dated and submitted (with receipts as appropriate) to the Sixth Form Administrator.

### **Value for money**

The Sixth Form Administrator will check for 'value for money' and adjust the value of a claim accordingly.

### **'Valid' claims for Exceptional Payments**

The following list is not exhaustive but provides examples of what may constitute a valid claim. The Sixth Form Team reserves the right to consider reasonable claims outside of this list.

- Revision guides/books that are **not** provided departmentally or other resources that relate to subjects being taken e.g. Graphical Calculator for use in Mathematics or specialist equipment for 'practical' subjects such as Art.
- Expenses incurred in connection with future progression routes, e.g. MedLink, BMAT testing, University interviews, auditions etc.
- Part funding of day/residential trips of an educational value that are recommended as part of a program of study for a subject e.g. Berlin trip (History), Geography field trip, Theatre visits, Masterclasses, subject conferences.
- Exam fees e.g. AS resits (one per student), UCAS application fees

The following list is not exhaustive but provides examples of what claims will **not** be authorised.

- Y13 Leavers hoodies and Y13 Leavers Ball tickets
- Refund of costs such as fuel, course materials, clothing, audition fees **without** receipts
- Overnight accommodation where it is possible to make the journey in one day

### **Frequency and timing of Payments**

1. 'Regular Discretionary Payments' will be made on a half termly basis subject to the student meeting all expectations
2. The Vulnerable Learners Fixed Bursary will be divided into regular termly or half termly payments as agreed with the student. The payment will be made towards the end of each agreed period.
3. We aim to make 'Exceptional Payments' within 10 working school days of the end of term.

The Bursary fund will not be used to compliment the rewards system!

### **Items with asset value**

Wherever possible, non-consumable items bought via the Bursary Fund that retains asset value will remain the property of The McAuley Catholic High School. Such items might include revision

guides, books, graphic calculators etc. These must be signed for by the student when collected and should be returned to school at the end of the Program of Study.

### **Types of payment**

The preferred nature of payment will involve 'invisible' transactions e.g. the cost of re-sits transferred from the bursary fund to examinations. Other 'invisible transactions' include items taken from bursary funded stock such as uniform, stationery and graphical calculators.

We anticipate that most payments will be made directly to students by the BACS system. **It is essential that students have bank accounts in their own name.**

### **Appeals Process**

Students should approach the Sixth Form Administrator in the first instance with any queries about a claim or payment. Students who feel aggrieved about a decision should follow the school's complaints procedure as published on the school website.

### **Storage of evidence**

All applications will be treated in absolute confidence and in accordance with the school's data protection policy. Details of all applications, supporting evidence and awards will be retained securely on file in school for a minimum period of six years and then destroyed in accordance with the school's finance and archiving policy.

The Governing Body of The McAuley Catholic High School reserves the right to review and amend any of the terms and conditions outlined in this guidance.