



16-19 Bursary Fund Policy

St Richard Reynolds Catholic High School (Sixth Form)

Policy: 16-19 Bursary Fund

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The 16-19 Bursary Fund exists to offer financial support to young people who might otherwise find it difficult to participate in full time education. There are two types of bursary available; vulnerable student bursary and discretionary bursary. Both of these bursaries are funded by the EFSA and as such it sets out certain criteria to determine its recipients.

The Bursary Fund is intended to support young people with the costs of transport, food, books, educational visits, course materials or equipment essential to their post-16 studies.

Bursaries for young people in defined vulnerable groups A

This is available to you if you are in one or more of the following groups:

- In care
- Care leaver
- Disabled young person receiving both Employment and Support Allowance (ESA) and Disability Allowance (DSA) or Personal Independence Payment (PIP) in your own name
- In receipt of Employment and Support Allowance or Universal Credit and Disability Living or Personal Independence payment in your own name

The total annual amount available is £1,200. If your eligibility is proven, this will be paid to you as a sum of £120 per month (Oct-Jul). However, should your attendance, punctuality, progress or behaviour fall below expected standards (a minimum of 95% attendance and 100% punctuality), payments will be reduced. There will be a reduction of £20 per payment if attendance falls below 95% in the previous four weeks and reduced by £2 for each instance of lateness (AM or PM registration).

How to apply

Complete Sections A and B of the 16-19 Bursary Application Form.

Discretionary Student Bursary B

Discretionary Student Bursary B is for you if you have an identifiable financial need but do not fall into the above categories. The bursary is available to you if you are, or have been in the last five years, in receipt of Free School Meals (FSM).

The maximum total annual amount available is £800 per student – this is dependent upon the total number of eligible applications and may therefore be reduced. This is subject to availability of funds and need. If your eligibility is proven, this will be paid to you monthly (Oct-Jul). However, should your attendance, punctuality, progress or behaviour fall below expected standards (a minimum of 95% attendance and 100% punctuality), payments will be reduced. There will be a reduction of £10 per payment if attendance falls below 95% in the previous four weeks and reduced by £2 for each instance of lateness (AM or PM registration).

To apply for the bursary you will need to prove your eligibility for FSM. If you are currently, a resident of the London Borough of Richmond upon Thames, you will need to apply for FSM. The process is administered through Achieving for Children and full details can be found at https://www.richmond.gov.uk/free_College_meals. If you are not a resident of the London Borough of Richmond upon Thames, you will need to provide proof from your home borough. Once you have your proof of eligibility for FSM, you will need to complete Sections A and C of the 16-19 Bursary Application Form.

Discretionary Student Bursary C

This is for you if you have an identifiable financial need to fund educational related costs. It is usually given as an 'in kind' payment for costs such as course materials, course-related trips, UCAS fee/travel to open days, exam re-sit fees, CRB checks for course-related work experience.

The maximum total annual amount available is £300 per student – this is dependent upon the total number of eligible applications and may therefore be reduced. This is subject to availability of funds and need. If your eligibility is proven, you are likely to receive your bursary as payments 'in kind'. As such, you will be required to complete and submit the Discretionary Student Bursary C Claim Form.

Evidence

All applications to access the 16-19 Bursary Fund must be supported by appropriate evidence. Copies of evidence will be retained by the College to provide financial assurance as required. Acceptable supporting evidence for the Bursary for young people in defined vulnerable groups A will be either a:

- Statement from the Local Authority confirming the young person's current or previous looked after status or;
- Recent Entitlement or Award Statement setting out the benefit to which the young person is entitled.

Acceptable supporting evidence for the Discretionary Student Bursary A or B will be either:

- Confirmation from the Local Authority of entitlement to FSM;
- Signed declaration from current College showing past entitlement to FSM

Eligibility

To be eligible to receive a Bursary, you must be aged 16, 17 or 18 at 31/08/18 and meet the ESFA residency requirements.

Payments

Payments will be via BACS (Banker's Automated Clearing Services) to a Bank Account in your (the student's) name. You must have a valid account in your name unless there are exceptional reasons which mean an appointee has been named to manage your affairs.

Bursaries, particularly Discretionary Student Bursary C, may be paid 'in kind'. Such items will be provided to the named individual. In the case of books or equipment they must be returned at the end of the course.

Qualifying Condition Requirements

You will need to complete a qualifying learning period of four weeks before you are able to receive Bursary payments. However, you can make an application ahead of the six week qualifying period and in a case of extreme hardship, consideration will also be given for payment in advance of the four week period. Payments from the Bursary Fund in the case of emergencies can be authorised by the Principal.

To receive any Bursary, you must meet weekly punctuality (100%) and attendance (95%) requirements. In addition, you must meet minimum behaviour and progress expectations. If you do not meet these conditions, the College reserves the right to withdraw or suspend your Bursary payments. These conditions will not be additional to those expected of any other student within the Sixth Form.

Exceptions

There will be occasions when we feel it is appropriate to continue to award a bursary even if a student has fallen below minimum attendance requirements. For example, bereavement, serious illness or injury, sick dependant/family member.

Applications

Applications for a Bursary must be made using the correct Application Form and should be submitted in full by **Friday 4th October 2019**. Applications made after this date will be considered, as long as sufficient funds are available. However, once the Bursary Fund has been used, it will not be possible to consider further applications.

Consideration will be given to assisting you to make an application if you are unable to do so due to a level of learning difficulty and/or disability. Consideration must also be given to assisting you in making an application if you are not able to provide supporting evidence due to difficulties with engagement or support from your parent/guardian/carer(s).

Process

The named contact at the College for all 16-19 Bursary support/enquiries is Jill Richards (Sixth Form Manager). 5% of the allocated fund will be used towards the administration of the bursaries in accordance with the ESFA 16-19 Bursary Fund Guide for 2018/19. For audit purposes, hard copies of all documentation for the Bursary Fund will be kept for a period of 6 years. This documentation must include evidence of the application process, documents relating to how the student was assessed and the funds issued.

All applications for a Bursary or to access the contingency fund will be assessed by a 16-19 Bursary Application Panel, consisting of the:

- Business Manager
- Head of Sixth Form
- Sixth Form Manager

The Panel will review the application, supporting evidence and any other personal circumstantial evidence and you will be notified of the outcome within two weeks of receipt.

Appeals

If any young person or their parent/guardian/carer(s) are not satisfied with the outcome of their application, they should refer to the College's Complaints Procedure (available on the College website and by request).

Confidentiality

Applications and supporting evidence will be confidential to the 16-19 Bursary Application Panel and in the event of an appeal, the 16-19 Bursary Appeals Panel. The applications and supporting evidence will remain confidential during processing, payment and storage. If it is necessary to obtain additional information to reach a decision, the young person and/or their parent/guardian/carer(s) will be told the reasons why this is necessary prior to obtaining further information.

Equality

In determining payments of the 16-19 Bursary Fund, students will not be discriminated against on the basis of their protected characteristics. Payments are also subject to the public sector equality duty in section 149(1) of the Equality Act.

Change of Financial Circumstances

If you are in receipt of a Bursary, you have a duty to inform the College should your, or those of your parent/guardian/carer(s), financial circumstances change (e.g. increase in household income that would affect the your entitlement to Free School Meals). This does not automatically mean any future Bursary payments will be stopped but would result in a convening of the 16-19 Bursary Application Panel to determine whether the payments continue or be stopped and the funds redistributed.

Transferring to/from SRRCC

If you are in receipt of a Bursary and transfer out of the College to another education/training provider in-year, the College will liaise with that provider to ensure continuity of Bursary payments to enable you to complete the learning aim(s). If you are in receipt of a Bursary and transfer into the College from another education/training provider in-year, the College will liaise with that provider to ensure continuity of Bursary payments to enable you to complete the learning aim(s).

Withdrawal from SRRCC

If you are in receipt of a Bursary, withdraw from the College, and do not transfer to another education/training provider, Bursary payments made prior to the date of withdrawal will not be recovered but any scheduled payments to be made after the date of withdrawal will not be made.

Further Information

Further national information on the 16-19 Bursary Fund can be found at

<https://www.gov.uk/guidance/16-to-19-bursary-fund-guide-2018-to-2019-academic-year>.