

16-19 Student Bursary Fund Policy 2019/20

The 16-19 Bursary Fund is to provide financial help to students whose access to education might be inhibited by financial consideration. A bursary is money that may be typically used to pay for things such as text books, equipment, transport, field trips etc.

You may qualify for a student bursary of up to £1200 a year if you are aged between 16-19, depending on your circumstances and the benefits you receive.

There are two types of bursary available:

1. VULNERABLE STUDENT BURSARY

You could get up to £1,200 if one of the following criteria applies:

- You are in, or have recently left, local authority care
- You are disabled and you get Income Support in your name
- You are disabled and you get Employment & Support Allowance (ESA) and either Disability Living Allowance (DLA) or Personal Independence Payment (PIP) in your name
- You are disabled and you get Universal Credit in your name in place of Income Support or ESA

Funding for this bursary is held centrally by the Education Funding Agency (EFA). Students who qualify for this bursary might experience a short delay while the school applies to draw down the funding as this is separate to the allocated funding the school receives for the academic year.

2. DISCRETIONARY STUDENT BURSARY

You could receive a discretionary bursary if you do not qualify for the vulnerable student bursary. This would be dependent on individual circumstances.

- Discretionary Bursary if you receive Free School Meals (FSM): Students who have successfully claimed free school meals for this academic year 2019/20 are entitled to submit an application for a discretionary bursary.
- Discretionary Bursary (Low Income households): Students whose household income is less than £25,000 (Inclusive of benefits) will be eligible to submit an application for a discretionary bursary.

One off payments: Students wishing to access the bursary fund for one off support for equipment, transport etc should contact Mr. Moffatt, Head of Sixth Form detailing their needs. The overriding criteria is that the funds will be used as additional support for the Bursary Students or to remove financial stigma regarding participating in events. Receipts will be required and these requests are dependent of having surplus funding.

The size of discretionary payment depends on the number of applicants, the amount for 2019/20 applications has yet to be confirmed but you will receive notification of the amount after the application deadline of 13th September. Students who qualified for a bursary in one year do not automatically receive it the following year, new applications are required each academic year to be accompanied by up to date/current evidence.

Commitment Conditions

To receive a bursary a student must satisfy the following conditions:

- The student must have no unauthorised and unexplained absences, punctuality is also looked at and consistent lateness could result in your payment being withheld!
- The student must be present for all internal and external examinations.
- The student must be up to date with all class work, homework and have handed in course work in advance of deadlines.

Student attendance will be close monitored on a weekly basis and reviewed half-termly. For the following Bursary payment to be authorised, students must have zero unauthorised absences since the last review or since the start of the academic year (if term 1).

TIMING & AMOUNTS OF PAYMENTS

- Students must be legitimately enrolled and meet all of the rules and regulations above.
- Applications for the 2019/20 academic year must be received by 13th September 2019. **(Applications will be accepted after this date, funds permitting, but you may miss the September instalment).**
- The school will email you to confirm that your application has been successful.
- Y13 students will receive 5 equal instalments in half terms 1-5 over the academic year by BACS payment, which will be paid directly into their personal bank account.
- Y12 students will receive 6 equal instalments in half terms 1 – 6 over the academic year by BACS payment, which will be paid directly into their personal bank account.
- Bursary payments will be made by BACS transfer to a bank account held in the student's name. Please ensure that these details are filled in clearly and correctly on the application form and should there be any changes during the academic year, please inform Mrs. Garner, Bursary Administrator ASAP.

APPEALS

If Bursary payments are withheld, students have the right to appeal against the decision if they feel it is justified to do so. An appeal should be made in writing to Mr. Moffatt, Head of Sixth Form, stating fully the reason for the appeal and providing any additional evidence that may support the case. Evidence may be accepted from a variety of sources, from people in the community who understand your particular circumstances, for e.g. GP, Support Worker. Final decisions for appeals will be made by the sixth form bursary panel. Their decision will be final.

APPLICATION FORMS

To apply for a bursary, please collect an application form from Mrs. Garner on enrolment day or from sixth form office when you start in Year 12. Return your completed form with evidence in support of your application by 13th September 2019. You can request an application form via email – sgarner@bishopschester.co.uk but all completed forms must be handed in with relevant evidence, emails of these will not be accepted.

Applications will be considered and if successful, you will receive communication from us by email detailing the amount awarded.



Mrs. S Garner
Sixth Form/Bursary Administrator

Tel: 01244 313806 Ext 233
Email: sgarner@bishopschester.co.uk