



Cardinal Newman Catholic School Sixth Form 16-19 Student Bursary Fund Policy (2017-18)

The 16-19 Student Bursary Fund is a cash-limited fund to support learners who are economically or socially disadvantaged and face the greatest barriers to continue in education post-16. The bursary fund has 2 elements:

1. **16-19 Higher Mandatory Bursary (Vulnerable Bursary) of £1200** is only available to young people (16 to 19) who are in care or care leavers or living independently and in receipt of income support or universal credit or are themselves a young parent receiving income support or universal credit or are disabled and in receipt of both Employment and Support Allowance and Disability Living Allowance or are disabled and in receipt of both universal credit and personal independence payments.
2. **16-19 Discretionary Fund** is available for eligible learners to help with travel to Sixth Form, equipment, books, essential trips, or attending HE interviews. It applies to expenses during the current academic year. The Fund can also help with hardship needs arising from a sudden change in circumstances such as redundancy or a sudden drop in household income.

(Each application is judged on the basis of 'relative financial need', the amount of grant will be determined by that need and the funds available.)

Commitment Condition

Students in receipt of Vulnerable or Discretionary bursaries will be expected to comply with the school policies in respect of attendance (at least 95%), lateness, academic progress and behaviour.

Exceptional cases and Contingency Fund

Cardinal Newman Catholic School may hold back a small proportion as a contingency fund for exceptional cases at the discretion of the Headteacher or to respond to a typical need not identified through a formula approach. In these circumstances a clear record of the background and allocation will be held for audit purposes and the management of how this is fairly and consistently accessed will be carefully considered.

Who can apply for the 16-19 Vulnerable Bursary?

Students can only apply for a Bursary if they:

- Are aged at least 16 years old and under 19 years old at the start of the academic year and studying a state funded course at Cardinal Newman Sixth Form
- Young people in care, including unaccompanied asylum seekers
- Young care leavers
- Those students receiving Income Support/Universal Credit in their own right
- Young people getting both Disability Living Allowance (or the new personal Independent payments) and Employment Support Allowance (ESA) or Universal Credit as a replacement for ESA in their own right*

- Meet the residency conditions specified in this document.
- The bursary would not be paid into another person's account, except in exceptional circumstances where a student is unable to administer their own account.
- Students aged 16 can open a basic bank account. The basic bank account will allow BACS transfers and allow the student to withdraw money. More information on basic bank accounts can be found at the British Bankers' Association.

*The young person does not have to live independently of their parents; they can claim ESA or UC in their own right. Although, if they were successfully receiving ESA or UC, their parents/carers would not be able to also claim Child Benefit at the same time.

Who can apply for the 16-19 Discretionary Fund?

Students may be assisted from the 16-19 Discretionary Fund if they would be unable to stay in education without financial help.

They must be:

- Over 16 years of age and under 19 years of age at the start of the academic year and studying a state funded course at Cardinal Newman Catholic School
- Living in a household where the total annual income is less than £20,000 (or living independently on an income below this level) *or* in receipt of an income assessed benefit such as:
 - *Income Support*
 - *Universal Credit*
 - *Job Seekers Allowance*
 - *Working/Child Tax Credit*
 - *Housing Benefit*
- In receipt of FSM at the time of application.
- Facing exceptional financial circumstances* even with an annual income in excess of £20,000
- Meet the residency conditions specified below.
-

*Exceptional financial circumstances: If this applies, a covering letter should be included outlining the circumstances. Supporting evidence of income must also be supplied via pay slips, details of entitlement to other benefits (e.g. Widow's Pension, Disability Living Allowance), insolvency details etc. Applicants with exceptional circumstances will be viewed sympathetically where financial need can be evidenced.

Residency Conditions:

To qualify for the 16-19 Vulnerable Bursary or assistance from the 16-19 Discretionary Fund you **must meet the following residency conditions:**

- Be settled* in the UK and have been ordinarily resident in the UK for at least three years prior to starting at Cardinal Newman Catholic School Sixth form
- Be a national of any European Union (EU) country (including Gibraltar) or child of an EU national, and have been ordinarily resident in the European Economic Area (EEA) or Switzerland for at least three years prior to starting at Cardinal Newman Catholic School Sixth Form.
- Be the child of an EEA migrant worker who has ordinarily been resident in the UK when you start at Cardinal Newman Catholic School Sixth Form and have been ordinarily resident in the European Economic Area (EEA) or Switzerland throughout the three years prior to that.
- Asylum seekers are not entitled to public funds. Unaccompanied asylum seeking children (ie those under 18 with an adult relative or partner) and those aged 18 and above are entitled to education, but not to public funds. If they are destitute they can apply to the Home Office for suitable housing and cash for essentials, but not eligible for other income.

**settled means having either indefinite leave to enter or remain (ILE/R), or having right of abode in the UK. British citizens and certain other people have the right of abode in the UK.*

How do I apply?

If you wish to apply for financial support from either Fund you should:

- Check that you meet the eligibility criteria detailed above or contact Mrs Pears in the front Sixth Form Office for advice
- Complete the 16-19 Discretionary Fund application form (available from the Sixth Form office, the display in the Common Room or the Sixth Form area of the website), answering all questions in full to avoid delay with processing your application
- Attach the required evidence as indicated on the form securely to your form and indicate if these are "originals" that you require returning to you. Please note: we will be unable to consider any applications without supporting financial documents.

How will my application be processed?

- Fully completed forms with all supporting evidence attached, will be reviewed and processed on a termly basis. (Please see listed dates in 'Payments and Dates' section below)
- With regards to the Vulnerable Bursary of up to £1200, once the school has the information and is satisfied that students are eligible for the funding, an application must be made to DfE to receive this funding. The school will do this on behalf of the student. Students who are eligible for DfE funding are also eligible for the Discretionary Bursary.
- You may be contacted to discuss your particular needs. Once your application has been assessed, you will receive an award notification letter which will indicate how your award will be credited to you.
- Wherever possible, awards will be made via internal bank transfers to contribute towards the costs of the following:
 - Transport to Sixth Form
 - Books, equipment and essential trips for the subjects studied
 - Examination re-sit costs or remark of script costs.
 - Food from the Sixth Form canteen (Bursary students only)

If your application is not successful, you will be notified. Recipients of the Discretionary Fund will have their attendance checked at regular intervals. Where attendance falls below 95% awards will be reviewed.

Can I appeal against the School's decision?

You do have the right to appeal. If you wish to appeal against any decision made please contact Mrs Pears in writing, stating fully how you feel we have not followed our guidelines or made an error. Please note that additional evidence may be required to support your appeal. When preparing your appeal you can include letters of support from people who understand your situation. For example, a tutor, a support worker, GP etc. Final decisions for appeals will be made by a panel consisting of a member of the Senior Leadership Team (in most cases the Assistant Headteacher of Sixth Form and a member of the School's Governors. Their decision will be final. Please note that Appeals cannot be considered where a refusal has been made due to the Fund being exhausted.

16-19 Vulnerable Bursary – Payments and Dates

Students who are eligible for the £1200 Bursary will be invited to a meeting to discuss how payments are to be made. Internal transfers can cover the cost of travel, stationery or essential course trips. Alternatively, payments can be made weekly or monthly direct into the student's Bank Account.

Applications will be reviewed on a half termly basis, at the start of every school term on the following dates:

Friday 17th November 2017

Friday 12th January 2018

Friday 23rd February 2018

Friday 20th April 2018

Friday 8th June 2018

If an application is received after the above dates, the application will be processed and reviewed on the next date of review.

***Please also note that all relevant paperwork and evidence must be received in order to process the application.
Any missing or incomplete information will delay the processing of the application.***

If there are other exceptional circumstances to include in your application, please state in part 5 of the application form.

GUIDELINES FOR COMPLETING THE 16-19 DISCRETIONARY FUND APPLICATION FORM

If you do not complete your application form or supply the relevant documentary evidence specified, we cannot carry out a full assessment of your needs.

If there are other exceptional circumstances that you would like to include in support of your application, please state them in section 5 of the application form.

Parts 1 & 2 Student/Parent or Carer details – this is about the student and their household. Please complete in full. We need to collect this information to enable us to monitor the effectiveness of the fund and to ensure we provide you the support you require to suit your needs.

Part 1 Residency – you need to meet certain residency conditions to be eligible for assistance from the Student Support Fund.

Part 3 Household details – please specify who else lives at your home and their relationship to you so that we have a full picture of the complete household.

Part 4 Personal details – you may be eligible to receive the £1200 Bursary if you meet certain criteria.

Part 5 Statement and expenses – please indicate the reason for your application.

Part 6 Income details – please indicate which income category applies to you and provide the evidence indicated in the box next to that category.

Part 8 & 9 Declarations – please read, sign and date and return.

Further information

If you need further information or help with completing the application form, please contact Mrs Pears as Sixth Form Learning Mentor - Telephone: 02476332382 or Email: christina.pears@cardinalnewman.coventry.sch.uk

The 16-19 Discretionary Fund is cash limited and can only be allocated whilst funding lasts. Funding cannot be guaranteed in cases of over-demand.