



## **Cardinal Newman Catholic School Sixth Form 16-19 Student Bursary Fund Policy (2022-23)**

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. 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. The bursary fund has 2 elements:

- **16-19 Higher Mandatory Bursary (Vulnerable Bursary)**
- **16-19 Discretionary Bursary Fund**

### **Eligibility Criteria for all Bursaries**

- A student must be aged 16 or over but under 19 on 31 August 2022 to be eligible for support from the bursary fund in the academic year 2022 to 2023.
- Students must be on a fully funded programme of study
- Students must meet the residency criteria for government funded support as outlined in the ESFA regulations for post 16 provision.

### **Specific Eligibility criteria for 16-19 Higher Mandatory Bursary (Vulnerable Bursary)**

Students who have a financial need who meet the criteria for a bursary for vulnerable groups **may** be eligible for a higher bursary. The actual amount is dependent on the specific needs. If there is no financial need no vulnerable bursary will be paid.

The defined groups who can apply for the 16-19 Vulnerable Bursary are:

- In care
- Care Leaver
- Receiving Income Support (IS), or Universal Credit (UC) because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them such as a child or a partner.
- Receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in their own right as well as Employment and Support Allowance (ESA) or UC in their own right.

### **Specific Eligibility criteria for 16-19 Discretionary Bursary Fund**

This fund is primarily for eligible learners to help with travel to Sixth Form, equipment, books, essential trips, or attending HE interviews and supporting the school dress code. The

amount awarded will vary from student to student, depending on their actual financial needs.

**Students can apply for the 16-19 Discretionary Fund who are:**

- In receipt of FSM at the time of the application  
OR
- Living in a household where the **total annual income is less than £20,000**
- Living independently on an income below £20000
- If the fund allows, consideration may be given to a student where there are exceptional financial circumstances with an annual income just over £20,000. If this applies, a covering letter should be included outlining the circumstances.

**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 Bursary Fund application form answering all questions in full to avoid delay with processing your application. The application form can be found either online in the sixth form area of the website, or a paper copy collected from the sixth form office.
- 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.**
- Completed forms with supporting evidence\* should be handed in to Miss Burn in the Sixth Form Office, or emailed to [alice.burn@cncs.school](mailto:alice.burn@cncs.school)

**Supporting evidence of income may include the following documentation:**

- 3 monthly or 6 weekly payslips
- April 2022 P60
- 3 benefit statements, for example universal credit
- 3 bank statements
- Tax credit award letter for September 2022 Onwards.

**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, 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 should they require extra funding.

- Once your application has been assessed, you will receive an award notification letter which will indicate how your award will be credited to you. You will be contacted to discuss your particular needs.
- 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, support with dress code.
- If your application is not successful, you will be notified. Recipients of the Discretionary Fund will have their attendance checked at regular intervals.

### **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. Where attendance falls below 95% awards will be reviewed.

Applications will be reviewed on the following dates:

***Friday 14<sup>th</sup> October 2022***

***Friday 10<sup>th</sup> February 2023***

***Friday 24<sup>th</sup> March 2023***

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***

### **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 such as 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.

### **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. 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.

### **Special Criteria for the 2022 to 2023 academic year only**

Emergency Food- The Bursary fund can be used in individual cases of hardship, to provide food support whilst a student attends their study programme, for a student who is considered to be in real need. In this academic year the ESFA have stated that this support can be given without undertaking the checks on household income or gathering other evidence that would normally be required. The ESFA expectation is that this support would only apply to very small number of the 16-19 school cohort.

### **Further information**

If you need further information or help with completing the application form, please contact Miss Burn as Sixth Form Learning Mentor - Telephone: 02476332382 or Email: [alice.burn@cncs.school](mailto:alice.burn@cncs.school)

***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.***

### **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.

*\*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.*

*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 writing and hand in along with the application form. **Section A - Personal 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.

**Section B - Course details** – please state subjects you are studying.

**Section C - Learners circumstances** – please specify who else lives at your home and their relationship to you so that we have a full picture of the complete household.

**Section D - Learners income** – please specify if you have a part time job or any benefits **Section E - Support required** – please indicate the reason for your application and explain what you will use the bursary for.

**Section F - Family circumstances** – needed to support application.

**Section G - Household Income** – please indicate which income category applies to you and **provide the evidence** indicated in the box next to that category

**Section H & I - Declarations** – Parent/Guardian and Student please read, sign, date and return.

**At the back of the form are two further documents:**

- 1. Bank details - Students must have a bank account in their own name**
- 2. Residency - you need to meet certain residency conditions to be eligible for assistance from the Student Support Fund.**