

16 to 19 Bursary Policy 2020/21

Reviewed:

July 2020

ST JOSEPH'S CATHOLIC ACADEMY BURSARY POLICY 2020-21

Bursaries provide financial help to young people aged 16 to 19 who face financial barriers to participating in education or training, provided they meet agreed standards of attendance and behaviour.

The scheme is being administered by St Joseph's Catholic Sixth Form Academy.

Eligibility

Our 16 to 19 bursary scheme offers three types of bursary. Students can only apply for one type, depending on your personal circumstances.

The Discretionary Bursary

Discretionary bursaries are available to students studying in the sixth form who meet the following criteria:

1. Aged over 16 and under 19 on 31 August 2020
2. Aged 19 or over on 31 August 2019 and continuing on a study programme you began aged 16 to 18, or those who have an Education Health Care Plan (EHCP).
3. Meet residency criteria as per the ESFA regulations.
4. Your parents / carers have a joint income under £26,000.
5. Unaccompanied Asylum seeker.

The FSM Bursary

FSM bursaries are available to students studying in the sixth form who meet the following criteria:

1. Aged over 16 and under 19 on 31 August 2020.
2. In receipt of free school meals or eligible to receive free school meals.

The Vulnerable Bursary

Vulnerable bursaries are available to students studying in the sixth form who meet the following criteria:

1. Aged over 16 and under 19 on 31 August 2020.
2. Defined as one of the following vulnerable groups:
 - a. In care
 - b. Care leavers
 - c. In receipt of Income Support or Universal Credit in the student's own name
 - d. In receipt of both Employment Support Allowance and either Disability Living Allowance or Personal Independence Payments in the student's own name.

Further Support Available

Students who are not eligible to receive any of the sixth form's bursaries may be able to apply for support to our Assistance Fund e.g. transport costs to attend a university open day. Applications to access the Assistance Fund should be made in writing to the relevant Head of Year. Each application will be considered in its own right.

Value of student bursaries

Students who are eligible for the Discretionary Bursary will be entitled to receive up to £600 during the current academic year.

Students who are eligible for the FSM Bursary will be entitled to receive up to £1,000 during the current academic year.

Students who are eligible for the Vulnerable Bursary will be entitled to £1,200 during the current academic year.

Use of Student Bursaries

The bursary is to help with costs related to students' studies, for example transport, teaching resources, books and equipment, and other costs associated with their course.

Conditions Attached to the Scheme?

Students are expected to have attendance of at least 95% and display good behaviour. Standards of behaviour that are considered acceptable within the sixth form are discussed with all students.

Bursary awards are conditional upon students meeting the expected requirements.

Applying for a Bursary

1. All students applying for bursary must complete the St Josephs Academy Sixth Form Bursary Scheme Application Form.
2. Parents or carers must also complete the relevant sections of the form.
3. Parents or carers of students applying for the FSM bursary must also provide details of their National Insurance number and date of birth.
4. Evidence of financial and/or living situations to support applications must be submitted with the completed form. These must be the original documents, not photocopies.

A representative of the sixth form will check that application forms have been fully completed, checking the supporting evidence, before submit it for processing. If any information is missing, parents or carers will be contacted for further information or clarification

Deadlines for Applications and Communication

The initial deadline for applying is 27th September 2020, however, late applications will be considered if a student's circumstances change or if they join the sixth form after this date.

Everyone who applies for a bursary will be informed of the outcome of their application.

Applicants will also be contacted if more information is required to process the application.

Right of Appeal

If a student or their parent or carer believe that the college has incorrectly assessed their eligibility, they should contact the Head of Sixth Form to discuss their application.

Payment Schedule

Payments will be made regularly and equally spaced each half term.

Payments will be made in arrears starting in October.

Payments will only be made after the sixth form confirms that students have met the expected standards of attendance and behaviour.

Method of Payment

Payments will be paid directly into a nominated bank account.

Duration of Payments

As long as the sixth form confirms that students are meeting the expected standards of attendance and behaviour, payments will continue for the duration of the academic year 2020/21.

New applications must be submitted for consideration every year. The terms of the scheme may change for academic year 2021/22

There is no guarantee that students will receive funding next year even if they are eligible this year. Students will not receive any funding next year (2021/22) unless they reapply.

Contacts within St Joseph's

Any questions about the 16 to 19 bursary scheme should be directed to Mrs S Lewis-Dale

Phone: 0191 428 2700

Further Information about 16 to 19 Bursary Schemes?

General information on bursary schemes is available on the following website – <https://www.gov.uk/guidance/16-to-19-bursary-fund-guide-2020-to-2021-academic-year>

Changes in Financial or Living Circumstances

Changes in personal circumstances such as a change of address or household income should be notified to the college immediately in writing.

Any over payments will be repayable.

Post: St. Joseph's Catholic Accademy
Mill Lane
Hebburn
Tyne and Wear
Ne31 2ET

Payments to students who leave the sixth form before completing their courses will be stopped.

Students transferring to another post-16 provider will need to ask their new provider about their bursary scheme. The terms and conditions, and payments may be different in other institutions.

Unspent Bursary Funding

There may be occasions where there is an underspend of bursary funding allocated by the ESFA. The college may consider using any underspend to further support students within the sixth form e.g. purchase of post-16 IT equipment, post-16 teaching resources. All requests for use of bursary funding underspend will be considered by the Executive Head Teacher during the summer term each academic year, and reported to Finance Committee of Governors.

The college will ensure that such requests will only be considered after all eligible applications have been processed and accounted for.

