



ST AIDAN'S CHURCH OF ENGLAND HIGH SCHOOL 16 – 19 BURSARY FUND POLICY 2016/17

The key priority for the Government is to close the gap in attainment between those from poorer and more affluent backgrounds, and to ensure every young person participates in and benefits from a place in 16 to 19 education or training.

The 16-19 Bursary Fund targets support towards the most financially disadvantaged 16 to 19 year olds who need help with the costs of staying on in education.

St Aidan's School will determine the eligibility criteria for discretionary bursaries, and the frequency of and conditions for payment for all awards. The 16-19 Bursary will only be awarded to a student that is eligible and facing genuine financial barriers to participating.

Eligibility

To be eligible to receive a 16-19 Bursary in the 2016-17 academic year, the student must be aged 16 or over and under 19 on 1st September 2016.

Students must also satisfy the residency criteria set out in the *EFA Funding Guidance. (*A person on 1 September who is settled in the UK, and has been ordinarily resident in the UK and Islands for the three years preceding the 1 September*). If you are in any doubt, please speak with the Sixth Form Administrator.

Students should be participating in provision that is subject to inspection by a public body that assures quality and funded within the relevant guidelines. (*Attendance at St Aidan's meets the criteria*).

Bursary Fund Levels

1. Level One

Students in the following defined vulnerable groups will be eligible for a bursary of £1,200 per year:

- students who are in care
- care leavers
- those in receipt of Income Support or Universal Credit
- disabled young people in receipt of Employment Support Allowance who are also in receipt of Disability Living Allowance or Personal Independence Payments

This will be paid in six instalments of £200 at the end of each half term by BACS transfer directly into the student's bank account.

Payments will be subject to the review by the **Bursary Awards Panel.

Headteacher: Mr J Wood

If you think you are eligible for a Level One Bursary, please complete the Level One Bursary application form, which is available from the Sixth Form office or the school website.

2. Level Two

Students who are in receipt of free school meals can apply for a Level two bursary of £1,200. The maximum amount that will be paid in any half-term is £200.

Payments will be made in respect of costs related to staying on in education. These include:

- Costs of transport
- A top- up allowance for catering for breakfasts, after school etc.
- Books and equipment including the cost of the Sixth Form planner
- Educational trips
- Business wear for school
- ICT equipment

Payments will be subject to review by the **Bursary Awards Panel.

If you think you are eligible for a Level Two Bursary please complete the Level Two Bursary application form, which is available from the Sixth Form office or the school website.

3. Level Three

Students who have a total household income of between £16,190 and £25,000 can apply for a Level Three discretionary bursary for specific educational purposes up to £500.

Household income must be evidenced by receipt of benefit and/or P60, Tax Credit Award, Notice or evidence of self- employment income. All evidence of household income will be held in strict confidence. No student will receive more than £500 per year.

Payments will be made in respect of costs related to staying on in education. These include

- Costs of transport
- A catering allowance
- Books and equipment including the cost of the Sixth Form planner
- Educational trips
- Business wear for school
- ICT equipment

Payments will be subject to review by the **Bursary Awards Panel.

If you think you are eligible for a Level Three Bursary please complete the Level Three Bursary application form, which is available from the Sixth Form office or the school website.

Approval of your application and payments.

You will be advised by email if your application is successful. Reimbursement of cash expenses must then be requested using the 16-19 Bursary Claim form. Receipts will be required and reimbursement will be made to the student's bank account via BACS. The receipts will act as evidence to the Education Funding Agency that the grant is being correctly applied. Examples of relevant receipts are bus/train tickets, amazon receipts or clothing (school business wear) receipts. A maximum of one claim form may be submitted each half term and in the first instance must be no greater than one sixth of your allocation. All payments are subject to satisfactory attendance and behaviour and claims must be signed by the Sixth Form Attendance officer.

Educational Trips and catering

Where an application for assistance towards the cost of a school trip or catering is approved, the allocated amount will be credited to the student's ParentPay account. Any remaining balance due will be shown on ParentPay and is payable by the student.

ICT equipment

Expenditure is permitted on the purchase of laptops, PCs and/or tablets that are suitable for an educational environment. All purchases must be made by the end of the first term. Reimbursement will be made on a pro-rata basis unless approved by the Head of Sixth Form

ICT equipment purchased in excess of £400.

Should students leave their course within the first year, the school may request that the school retains the equipment for the benefit of other students. Any ICT equipment would be reimaged by the school's network department.

Clothes

Reimbursement will be made for clothes, shoes and school bags which adhere to the dress code of the Associated Sixth Form. The deadline for purchases is:

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| Year 12 students | If not returning to year 13 - 31 st March |
| Year 13 students | 31 st March |

Contingency Fund

Students who successfully apply for any of the above levels will also be able to access a small emergency fund for exceptional circumstances if they can show an identifiable financial need. Applications may also be considered from other students in situations of financial need. The **Bursary Awards Panel will assess each application on an individual basis and in the strictest confidence.

Assessment

The **Bursary Awards Panel will assess each application with supporting documentation in the strictest confidence. Any student, who believes they are eligible for any level of funding from the 16-19 Bursary Fund, should complete an application form, available from the school website www.staidans.co.uk and hand it in to the Sixth Form office as soon as possible and by September 30th 2016 latest. A student in receipt of any level of bursary must inform the Sixth Form office of any changes to family circumstances that may affect the support during the academic year. Students who become eligible during the academic year should contact the Sixth Form office and make an application.

Attendance and Behaviour Requirements.

Claims will only be paid to eligible students who adhere to the following criteria.

To receive the Bursary, students should have no unauthorised absences. It is our expectation that students will attend registration periods, private study and all timetabled lessons. Please note holidays will not be authorised absences. Approved Examination Study Leave, participation on approved educational trips, or approved representative activities will be counted as attendance.

If students are unacceptably late to lessons or registration, then these will count as an absence and therefore no reimbursement will be made for that half term.

Students must abide by the standards of behaviour and effort as agreed at the start of their learning programme as detailed in the Sixth Form Student Planner. If poor behaviour or effort is reported and supported by documentary evidence, the student will not be paid for that half term.

Appeals

Eligibility – Parents, guardians and students will have the right of appeal to the **Bursary Awards Panel in all cases if it is felt the application has been withheld without justification.

Issue with Payments – As payments are made directly to the student concerned it is therefore the student who must contact the school in case of difficulty and not the parent. Students will have the right of appeal in all cases if it is felt the payment has been withheld without justification.

In the first instance the student should explain to the Finance Office within one school week, with supporting evidence if appropriate, why the payment should have been made. If the decision to withhold payment is upheld then the student may appeal to the Governors' Welfare Committee. This is the final appeal and must be made within one further week.

*Education Funding Agency

**Will comprise 1 member of Finance, 1 member of Sixth Form Management, 1 member of Governors' Welfare Committee and 1 member of Senior Leadership Team