

ST AIDAN'S CHURCH OF ENGLAND HIGH SCHOOL 16 – 19 BURSARY FUND POLICY 2020/21

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 2020-21 academic year, the student must be aged 16 or over and under 19 on 1 September 2020.

In order for a student to be eligible for funding, the student must have the legal right to be resident in the United Kingdom at the start of their study programme. Students will be required to produce their passport, or other qualifying document, as proof of eligibility. Further guidance on residential eligibility can be found under items 30-36 of the [20/21 ESFA Funding Guidance](#):

Bursary Fund Levels

Level One

To be eligible for the Level One Bursary of up to £1,200, students must be in **one** of the defined Level One Bursary groups:

- in care
- care leavers
- those in receipt of Income Support or Universal Credit in place of Income Support, in their own right.
- in receipt of Employment and Support Allowance or Universal Credit and Disability Living or Personal Independence Payments in their own right.

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

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.

Bursary Fund Levels (continued)

Level Two

Students who are currently in receipt of free school meals can apply for a Level Two bursary of £1,200. Generally the maximum amount that will be paid in any half-term is £300 excluding claims for bus passes which will be paid in full as receipts are provided.

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.

Level Three

Students who have a total household income of less than £25,000, and are not in receipt of free school meals, can apply for a Level Three discretionary bursary for specific educational purposes up to £750. Generally the maximum amount that will be paid in any half-term is £200 excluding claims for bus passes which will be paid in full as receipts are provided.

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 £750 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 expenses must then be requested using the 16-19 Bursary Claim form. Receipts will be required and reimbursement will be made to the relevant bank account (details provided by the student on the application form) 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, online purchase 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 excluding bus pass costs. All payments are subject to satisfactory attendance and behaviour and claims must be signed by the Sixth Form Attendance officer.

The deadline for all purchases is:

Year 12 students	If not returning to Year 13 - 26 March 2021 otherwise the end of the Academic year
Year 13 students	26 March 2021

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.

- Where students chose to spend under £500 of their bursary on a laptop/tablet, reimbursement will only be made after October half term
- Where students choose to spend over £500 of their bursary on a laptop/tablet they must seek approval from Mrs Orton, Deputy Head of Sixth Form/Mrs Gumbley, Sixth Form Office. Reimbursement will only be made after October half term. 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.

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.

The Bursary Awards Panel (which comprises 1 member of Finance, 1 member of Sixth Form Management, 1 member of Governors' Welfare Committee and 1 member of Senior Leadership Team) 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 30 September 2020 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.

Successful applications will be notified by email no later than the end of the first half-term.

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, supervised 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 – the student should contact the school in case of difficulty. 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.

Administration costs

In accordance with Education and Skills Funding Agency guidelines, St. Aidan's Bursary Fund administration costs are covered by 5 per cent of our total discretionary allocation.