



ST. AIDAN'S  
CHURCH OF ENGLAND HIGH SCHOOL

**ST AIDAN'S CHURCH OF ENGLAND HIGH SCHOOL  
16 – 19 BURSARY FUND POLICY**

Academic Year September 2021 to July 2022

All students may apply for a bursary (non-discretionary and discretionary). Bursaries are intended for students who **are in most need of financial student support** and the eligibility criteria needs to reflect this as stated below. The funds are intended to assist with expenditure that is directly related to school life including transport, study resources, an allowance on your St. Aidan's catering card, course-related trips and university open days.

The 16-19 Bursary Fund will be targeted at two qualifying groups:

1. Students that are in care; care leavers; in receipt of Income Support or Universal Credit in place of income support, in their own right; in receipt on Employment & Support Allowance or Universal Credit & Disability Living or Personal Independence Payments in their own right. These students may receive a bursary of up to £1,200 a year.

2. Students with an adult household income of up to £25,000.

The value of the bursary awards to group 2 will depend on the number of students that apply and figures will not be known until mid-October.

### **Eligibility**

To be eligible to receive a 16-19 Bursary in the 21/22 academic year, the student must be aged 16 or over and under 19 on 1 September 2021.

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 on the [21/22 ESFA Funding Guidance](#)

### **Bursary Fund groups**

#### **Group One (non-discretionary)**

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

- in care
- a care leaver
- in receipt of Income Support (IS) or Universal Credit (UC) in place of Income Support, in their own name
- be in receipt of Disability Living Allowance (DLA) or Personal Independence Payments (PIP) **and** Employment and Support Allowance (ESA) in their own name

Headteacher: Mr C Burt

### **Group Two (discretionary)**

Students with an adult household income of up to £25,000 which should be evidenced accordingly.

### **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, available from the bursary section of the school's website. Receipts will be required and reimbursement will be made to the student's nominated bank account via BACS.

The receipts will act as evidence to the Education and Skills Funding Agency (ESFA) 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, unless you are claiming for ICT or a bus pass, should be of no more than 1/6 of your allocation. All payments are subject to satisfactory attendance and behaviour and claims must be signed by the Sixth Form Bursary officer. Final claim forms for this academic year should be submitted no later than Friday 8 July 2022.

### **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. Reimbursement for ICT equipment will be up to a maximum of £500. All purchases must be made by the end of the first term.

ICT equipment purchased in excess of £500.

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:

Year 12 students	If not returning to Year 13 – 8 April 2022
Year 13 students	8 April 2022

### **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

### **Applications and closing date**

Students who believe that they may be eligible to apply should complete the 16-19 21/22 application form available from the Sixth Form office or the [bursary section](#) of the St. Aidan's website.

All completed applications, which should include proof of income detailed on the form, must be received no later than Monday 27 September 2021

### **Contact information**

Should you have any queries in regards to applying for a bursary or require further assistance please contact [1619bursary@staidans.co.uk](mailto:1619bursary@staidans.co.uk) or 01423 818516.