

# **STUART BATHURST CATHOLIC HIGH SCHOOL**

## **SIXTH FORM BURSARY FUND GUIDANCE**

### **2022-2023**

#### **16 – 19 Bursary Fund 2011 onwards**

As you may be aware, the government had made changes to the financial support available to sixth form students with lower than average household income. The purpose of this page is to explain these changes.

#### **Background**

Since September 2011, the school has administered the 16-19 Bursary Fund. The amount of funding available for each school to distribute through the bursary funding has been determined by the government. In total, the amount available for distribution does not match the amount available previously under the old system of EMA. Stuart Bathurst is therefore committed to distributing the bursary fund to those students with the greatest need. The notes here give further detail on the bursary fund, how applications can be made and how decisions will be reached.

#### **SBCHS Bursary**

##### **Eligibility**

To be eligible to be considered to receive a bursary a student:

- must be under 19 on the 31st August in the academic year in which he/she starts the programme of study
- must satisfy YPLA residency criteria

To continue to receive an agreed instalment-based bursary a student must satisfy the following conditions:

- The student must not have unauthorised and unexplained absence or lateness from lessons or from school
- The student must not have broken the terms of the Sixth Form contract

Bursaries are paid either through instalments (where appropriate) or by a one off payment in support of a specific need, as outlined in letters of application. At the end of each term a review will be made of how well these conditions have been met and adjustments may be made to any agreed future allocation.

**NB. Students on apprenticeship programmes, or any waged training, are employed, rather than in education are not eligible for the 16 to 19 Bursary Fund.**

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## **SIXTH FORM BURSARY FUND GUIDANCE**

### **2020-2021**

There are two levels of Bursary payment:

#### **Level One**

This is fixed at £1,200 per year and is designed to support the young people in most need. These have been identified by the government as:

- young people in care
- care leavers (see definition below)
- young people in receipt of income support
- disabled young people in receipt of Employment Support Allowance who are also in receipt of Disability Living Allowance.

The school will seek to identify students who are eligible for a level 1 bursary. Parents/carers will need to provide appropriate documentation to prove entitlement, for example a letter setting out the benefit to which the student is entitled, or written confirmation of the student's current or previous looked after status from the local authority which looks after him/her or provides the leaving care services.

Parents/carers who wish to apply for a level 1 bursary should use the school application form (see below).

The 16 to 19 Bursary Fund defines 'in care' as 'Children looked after by a local authority on a voluntary basis (section 20 of the Children Act 1989) or under a care order (section 31 of the Children Act 1989) - Section 22 of the Children Act 1989 defines the term 'looked after child'.'

A 'care leaver' is defined as:

- a young person aged 16 and 17 who was previously looked after for a period of 13 weeks consecutively (or periods amounting to 13 weeks), which began after the age of 14 and ended after the age of 16; or
- a young person aged 18 or above who was looked after prior to becoming 18 for a period of 13 weeks consecutively (or periods amounting to 13 weeks), which began after the age of 14 and ended after the age of 16

## Level Two

Other students may be eligible for a smaller one off bursary payments. These will be determined by the school on an individual case by case basis. We will seek to target our bursary awards toward students facing financial barriers to participation. The amount that will be paid will be dependent on the number of applications for assistance received and the size of the bursary fund allocated to the school by the government. To enable the school to make an informed decision the parent/carer may be requested to supply documentation e.g. indicating entitlement to Income Support, Tax Credits, Universal Credit or a P60 for the previous year, as proof of income and/or earnings. Students currently or previously in receipt of free school meals are not automatically entitled to receive a bursary, but this may be taken into account.

Parents/carers who wish to apply for a level 2 bursary should use the school application form (see below).

## Changes in Circumstance Over the Academic Year

A small contingency amount will be retained from the overall bursary fund so that some support could be available in the event of a sudden deterioration in the financial circumstances of a student. Payments to students may also be adjusted to take account of improvements in a student's circumstances.

## Applications

Those wishing to apply for a bursary must complete the application form, which will be available from the sixth form office, the finance office, and on the school website, and must submit it no later than **Friday 21<sup>st</sup> October 2022**. (If your circumstances deteriorate during the academic year, you should speak to a member of the Sixth Form management team).

## 16 – 19 Bursary Fund Application Form

### Level One

#### TO BE COMPLETED BY THE STUDENT

Surname

First Name

Date of Birth

Form

Address:

Are you in Local Authority Care?

Yes/No

Supporting documentation enclosed

Yes/No

Are you with Foster Parents?

Yes/No

Supporting documentation enclosed

Yes/No

Are you a care leaver?

Yes/No

Supporting documentation enclosed

Yes/No

If you are not living with adults who are mainly responsible

Yes/No

for you and you are not in care do you currently receive  
income support?

Supporting documentation attached

Yes/No

Are you a disabled student who receives employment support

Yes/No

allowance and disability living allowance?

Supporting documentation attached

Yes/No

#### Student Declaration:

I understand that any bursary I may receive is dependent on meeting the following conditions:

- I must not have unauthorised and unexplained absence or lateness from lessons or from school
- I must not have broken the terms of the Sixth Form contract
- I understand that if I fail to meet these conditions, my bursary payment will be reduced or withdrawn.
- The information on this form is correct to the best of my knowledge.
- I understand that it is my responsibility to supply any additional information that may be required to verify the particulars given.
- I will inform school of any change of circumstances.
- I agree to repay the school in full and immediately any sums advanced to me if the information I have given is shown to be false or deliberately misleading.
- I understand that any payments are conditional upon meeting my school's expectations of attendance/behaviour/progress.
- I am aware that the funding covers only this school year and that I must re-apply next year; there is no guarantee that I will receive funding for future years even if I am eligible for the current year.

Signature

PRINT NAME:

Date

Please submit applications and supporting documentation to the Headteacher before the deadline of Friday 21<sup>st</sup> October 2022. If your circumstances change you should inform the school immediately so that an adjustment may be considered.

## 16 – 19 Bursary Fund Application Form

### Level Two

#### TO BE COMPLETED BY THE PARENT/CARER

##### Student's details

Surname	First Name	Date of Birth	Form
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##### Parent/Carer's details

Surname/Family Name

Address:

Relationship to student:

Does the student named above live with you at the given address?	Yes/No
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Are you currently on income support or other means tested benefits?	Yes/No
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Supporting Documents enclosed	Yes/No
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What is the total family income for the last tax year?	£
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Supporting Documents enclosed	Yes/No
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Was your son/daughter eligible for free school meals in year 11?	Yes/No
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Supporting Documents enclosed	Yes/No
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Do you meet UK residency conditions?	Yes/No
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Supporting Documents enclosed	Yes/No
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##### Student Declaration:

I understand that any bursary I may receive is dependent on meeting the following conditions:

- I must not have unauthorised and unexplained absence or lateness from lessons or from school
- I must not have broken the terms of the Sixth Form contract
- I understand that if I fail to meet these conditions, my bursary payment will be reduced or withdrawn.
- The information on this form is correct to the best of my knowledge.
- I understand that it is my responsibility to supply any additional information that may be required to verify the particulars given.
- I will inform school of any change of circumstances.
- I agree to repay the school in full and immediately any sums advanced to me if the information I have given is shown to be false or deliberately misleading.
- I understand that any payments are conditional upon meeting my school's expectations of attendance/behaviour/progress.
- I am aware that the funding covers only this school year and that I must re-apply next year; there is no guarantee that I will receive funding for future years even if I am eligible for the current year.

I understand that if I fail to meet these conditions, my bursary payment will be reduced or withdrawn. The information on this form is correct to the best of my knowledge.

Signature

PRINT NAME:

Date

**Parent/Carer Declaration:**

I understand that any bursary award my child may receive is dependent on meeting the following conditions:

- The student must not have unauthorised and unexplained absence or lateness from lessons or from school
- The student must not have broken the terms of the Sixth Form contract

The information on this form is correct to the best of my knowledge.

Parent/Carer Signature

PRINT NAME:

Date

**Please submit applications and supporting documentation to the Headteacher before the deadline of Friday 21<sup>st</sup> October 2022. If your circumstances change you should inform the school immediately so that an adjustment may be considered.**

**Student Details**

Surname / Family name	
First name(s)	
Sex (M / F)	
Date of Birth (dd/mm/yyyy)	
Age on 31 <sup>st</sup> August 2021	

**1.2 Address Details**

Home Address	
Postcode	
Home telephone number	
Mobile telephone number	
E-mail address	
Have you lived in the UK for more than 3 years?	YES/NO

**Your Bank or Building Society account details**

*This should be the name as it appears on your cash or debit card, or statement and should be the **student's** account not **parents'**.*

Full name of Account Holder	
Name of Bank / Building Society	
Branch	
Sort Code	
Account Number	