

## St Mary Redcliffe & Temple School 6<sup>th</sup> Form BURSARY FUNDING PROCEDURE 2020/21

The 16 to 19 bursary fund is a scheme to help young people facing financial hardship to stay in full-time education.

The scheme is made up of two parts:

- Students in care, care leavers or personally in receipt of particular benefits will be eligible for a mandatory bursary of £1,200 a year.
- Other students who need financial support to help them to stay in education are able to make a claim for help with the costs of transport, food (in some circumstances), equipment or other course-related costs. These claims are assessed by the centre and payments are subject to funds available.

### Learner Eligibility

- A learner must be aged under 19 on 31<sup>st</sup> August in the academic year in which he/she starts their program of study.
- The level of award is dependent upon the learner's personal circumstances and level of household income.
- The funding provided for bursaries is limited; learners who are in theory eligible for support according to the criteria are not automatically entitled to discretionary bursaries.

### Priority groups for receipt of learner support funding

The Centre will allocate bursaries to learners according to the priority groups below.

- Money will be used to fully meet the guaranteed awards for students in priority group 1 followed by the indicative awards for students in priority groups 2, 3 and 4, where this is achievable within the budget, before any money is allocated to students in priority group 5.
- Where money is insufficient to meet the indicative awards of students in priority groups 2, 3 and 4 then a percentage reduction will be made to all student's awards to match the funding
- Where money is sufficient to make awards to priority group 5 then these will be at the discretion of the Head of 6th Form with consideration being given to all information provided relating to household income, personal circumstances and other sources of funding
- Where the Head of 6th Form judges that the funds available are adequate to meet the most critical requests in priority group 5 then the percentage of transport costs indicated for priority groups 3 and 4 might be increased before further awards in group 5 are considered.

### The criteria for the disbursement of bursary funding

Non-Discretionary		
Priority	Criteria	Guaranteed Award
1	<ul style="list-style-type: none"> <li>• Young people aged 16 and 17 in care</li> <li>• Care leavers aged 16,17 and 18</li> <li>• Young people aged 16,17 and 18 who are personally in receipt of Universal Credit, Income Support (living independently) OR in receipt of both Employment and Support Allowance and Disability Living Allowance</li> </ul>	£1,200 p.a

Discretionary		
Priority	Criteria	Indicative Award
2	Students who are unable to access any other form of learner support funding and have either parent/carer in receipt of: <ul style="list-style-type: none"> <li>• Universal Credit</li> <li>• Income Support</li> <li>• Income-based Jobseekers Allowance</li> <li>• Income-related Employment and Support Allowance</li> <li>• Support under Part VI of the Immigration and Asylum Act 1999</li> </ul>	Full costs of travel to centre All course costs

	<ul style="list-style-type: none"> <li>The Guarantee element of State Pension Credit</li> </ul> Students who are unable to access any other form of learner support funding and whose combined parent/carer income including child tax credit and working tax credit is less than £10,000 p.a	
3	Students who are unable to access any other form of learner support funding and whose combined parent/carer income including child tax credit and working tax credit is between £10,001 and £16,000 p.a	2/3 cost of travel to centre All course costs
4	Students who are unable to access any other form of learner support funding and combined parent/carer income including child tax credit and working tax credit is between £16,001 and £20,000 p.a	1/3 cost of travel to centre All course costs
5	Students who do not fall into any of the above categories but whose circumstances are causing them to suffer hardship or who are at risk of being unable to continue their studies because of hardship.	At the discretion of the Head of 6 <sup>th</sup> Form

### Application

- Parents and students are encouraged to make early application but they can apply for a bursary at any time during the College year
  - Applications made at the start of the year should be received by the 6<sup>th</sup> Form Bursary administrator; by Monday 30<sup>th</sup> September (supporting documentation can be provided later if necessary).
  - Initial allocations should be made within eight weeks of this date on the basis of applications received.
  - A proportion of the funds available will be held back to enable late applications to be considered.
- Applications must be supported by evidence of circumstances including appropriate documentation evidencing benefits and income
- If a student feels aggrieved about how their application for a bursary was handled, they should address their complaint to Mr Richard Wheeler, Head of 6<sup>th</sup> Form.

### Payment of Awards

Awards may be financial payments direct to the student's bank account (we are not able to pay monies into parent/carers bank accounts) or through the provision of goods or services, at the discretion of the school.

For example:

- payments to cover particular course costs normally paid by students, including field trips, studio fees, examination re-sits etc. (normally this is paid directly to the department fund)
- direct payments for travel costs where this is approved by the school
- purchase of books or equipment which will be loaned to the student for the duration of the course (we do not provide monies for laptops)
- credit with the 6<sup>th</sup> form library stationery shop
- meal credits with the school catering facility (for those not already in receipt of free school meals) and with special circumstances

Payments relating to transport will be made on a monthly basis in arrears based on satisfactory attendance during the month in question and production of EITHER a bus/train pass covering the month OR tickets covering one representative week from the month in question.

- Monthly payments will each be one tenth of the total awarded for the year regardless of the number of teaching days in the particular month and ending with the June 30<sup>th</sup> payment.
- Satisfactory attendance is understood as meaning that no absence is unauthorized. A warning will be given and then a payment withheld in the event of unauthorized absence.
- If a student is absent for a five-day period through illness or for other authorized reasons, then the transport payment will be reduced by 25% for each five-day period.

Payment of all awards will be dependent upon satisfactory behaviour as specified in the student contract which can be read in full in the student planner/diary. Whole or part payment may be withheld if standards in this regard are not met.

Payments towards course costs will terminate in the event that the student is withdrawn from the course in question.