

## The 16-19 Bursary Fund Guidance Notes

### What Support might I get?

Eligible students will receive a package of support which is paid at various points throughout the academic year. The package of support could include:

- Compulsory School Trips which directly support the A level programme of study
- Compulsory Course Text Books
- Transport for up to 9 months a year
- Uniform and Shoes in line with the New Sixth Dress Code
- Stationary and/or IT equipment to support study programme.
- Non-compulsory International Residential Trips or D of E Registration
- Other non-compulsory trips
- Transport costs for visits regarding Post 18 choices e.g. university or apprenticeship visits and interviews.

Free School Meals are not included in the Bursary as qualification in Year 11 continues through to Sixth Form.

Receipt of this bursary does not affect receipt of other means-tested benefits such as Income Support, Jobseeker's Allowance, Child Benefit, Working Tax Credit and Housing Benefit.

### How am I assessed?

You must be aged 16 or over and under 19 on 31 August of the year of application.

Have an attendance rate of over 85% across your whole learning programme (including Lessons, Tutorials, General RE and Enrichment). Unauthorised absences must not exceed 5%.

Have at the time of application and maintain throughout the programme good levels of conduct and progress.

Specific eligibility criteria depends on which bursary you are applying for:

#### **If you are living with a parent, parents or another relative:**

##### **Apply for the Discretionary Bursary**

The Discretionary Bursary has a full year value of up to £1,500 per student and is dependent on available funds. You will be financially assessed against your family's household income. The household income must fall within the qualifying bands (Band A is £25,000 and under and Band B is between £25,001 and £32,000).

Your parents will need to declare their gross income (e.g. wages, working tax credit, universal credit and other out-of-work benefits).

The Bands are based on adjusted household income; that is the gross income less £1,130 per child aged under 18 residing in the same household. For example, if your gross household salary is £33,130 and you have one additional child, you will qualify for the Band B bursary as your adjusted income after deducting £1,130 will be £32,000.

#### **If you are a care leaver, living in foster care, receiving benefits or an asylum seeker:**

##### **Apply for the vulnerable bursary**

The Vulnerable Bursary has a full year value of up to £1,200. The fund is held centrally by the Student Bursary Support Service (SBSS) and is applied for by St Gregory's on behalf of individual eligible students. See Mrs. Nokes for details.

To be eligible for a Vulnerable Bursaries you must meet one or more of the following criteria. You will not be financially assessed by you will need to provide evidence according to your status.

(a) Living in foster care, a care leaver or under the care of Social Services. Provide a letter from your social worker or leaving care advisor.

(b) In receipt of benefits in your own right. These might include Income Support or Universal Credit or if you have a disability and in receipt of BOTH Disability Living Allowance (or Personal independence Payments) and Employment Support Allowance. Provide up to date evidence of benefits received.

(d) An unaccompanied asylum seeker. Provide documentary evidence of your status.

## Summary of Discretionary Bursary support offered and method of payment

| Income Bands  | Band A   | Band B   | Form of payment and authentication                            |
|---|--|--|---|
| Adjusted Gross Income   | £0 - £25,000   | £25,001 - £32,000  |   |
| Compulsory Trips  | Max contribution level of 95% of total cost of trip<br>Max of £500/trip/year | Max contribution level of 50% of total cost of trip<br>Max of £250/trip/year | <i>Paid direct through school</i>                             |
| Compulsory Textbooks (does not include revision guides)                               | Up to 95%  | Up to 50%  | <i>Receipts to be submitted</i>                               |
| Transport   | Up to 75% of year cost   | Up to 40% of year cost   | <i>Details of mode of transport and costs</i>                 |
| Uniform including shoes   | Up to 95%<br>Max of £150/year  | Up to 50%<br>Max of £75/year   | <i>Payment direct to student<br/>Receipts to be submitted</i> |
| Stationery &/or IT Equipment  | Up to 95%<br>Max of £500/year  | Up to 50%<br>Max £250/year   | <i>Payment direct to student<br/>Receipts to be submitted</i> |
| Non-compulsory International Residential Trips OR Gold Duke of Edinburgh Registration | Up to 95%<br>Max of £500/year  | Up to 50%<br>Max of £250/year  | <i>Paid direct through school</i>                             |
| Other Non-compulsory Trips  | Up to 95%<br>Max of 3 trips/year   | Up to 50%<br>Max of 3 trips/year   | <i>Paid direct through school</i>                             |
| Transport costs for visits regarding Post 18 choices                                  | Up to 95%<br>Max of £100/year  | Up to 50%<br>Max £50/year  | <i>Payment direct to student<br/>Receipts to be submitted</i> |

### Important summary of Administration and Accountability

- A student awarded a bursary will sign an agreement with St Gregory's undertaking to meet St Gregory's conditions, accepting the amount and basis on which it is to be paid, and undertaking to **notify St Gregory's of any change in his/her household/financial circumstances and transport arrangements**. The bursary will be reviewed and if necessary adjusted in light of these changes.
- Payments are made directly to the student's bank accounts. **Receipts MUST be submitted** to The Sixth Form Administrator who will pass to finance for verification and authorisation. Textbooks and equipment must conform to the Course Assessment Information for your subjects. Uniform and Shoes must meet the Sixth Form Dress Code requirements. If receipts are not submitted an adjustment will be made for any future claims.
- We will process your application as quickly as possible. Delays are usually caused by missing documents which are needed as evidence to support your application; please remember to include everything requested.
- Funding only covers one year and you can apply for a bursary in both Year 12 and Year 13.
- If awarded a bursary, regular checks will be made on attendance, progress and conduct.
- Where an application is found on investigation to have been made, or re-payment claimed, on the basis of false information payment of the Fund may be discontinued. The individual concerned may be subject to disciplinary action and possible referral to external authorities. St Gregory's may seek to recover any funds or goods obtained.
- Administration of the fund is set out in Saint Gregory's "Arrangement of the 16-19 Bursary Fund" and is done in accordance with the ESFA 16-19 Bursary Fund Guide for 2020-21. See attached. In its administration of the Bursary Fund, St Gregory's will not discriminate against students on any basis as defined in current equalities legislation.
- The Bursary scheme is dependent on funds provided by the ESFA, which are limited. Every effort will be made to meet the need of students however, there is a finite bursary fund available. We always seek to support as many students as possible and this may result in changes to the funding allocations given in the table. Requests for items which directly impact A level performance will always be prioritised, for example, Textbooks and Compulsory Trips.
- If you have any questions or need help at any point please contact Mrs. Nokes, Sixth Form Administrator, in confidence. E: [nokesk@st-gregorys.org.uk](mailto:nokesk@st-gregorys.org.uk): T: 01225 838232