

ST GREGORY'S CATHOLIC COLLEGE



Administration of the 16-19 Bursary Fund for the Academic Year 2020-21

Key Information

Title	Administration of the 16-19 Bursary Fund	
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Administration of the 16-19 Bursary Fund for the Academic Year 2020-21 at St Gregory's Catholic College

Please note, if you applied to the New Sixth as a Saint Mark's student you should apply directly to St Mark's School for a Bursary from the St Mark's Bursary Fund.

General

1. This guidance sets out the arrangements for administering the 16-19 Bursary Fund allocated to St Gregory's for the Academic Year 2020-21. The Fund is administered in accordance with the EFA 16-19 Bursary Fund Guide for 2020-21 (ref <https://www.gov.uk/1619-bursary-fund>) which provides full details of the scheme.
2. The Fund will be used to pay Discretionary Bursaries only. Funding for vulnerable students is held centrally by the Student Bursary Support Service (SBSS) and will be applied for by St Gregory's on behalf of individual eligible students (full details below).
3. Receipt of either type of bursary will be conditional on the student meeting agreed conditions set by St Gregory's (see section 20 below), in accordance with the **ESFA 16-19 Bursary Fund Guide for 2020-21**.
4. Recipients must be aged 16 or over and under 19 on 31 August of the year of application for the Bursary and must be on an appropriate course and meet certain residency criteria (Further details in **ESFA 16-19 Bursary Fund Guide for 2020-21**).
5. The scheme is managed at St. Gregory's by the Finance Team and administered by the Sixth Form Administrator. A panel of School Governors make decisions in accordance with the ESFA guidelines.
6. In its administration of the Bursary Fund, St Gregory's will not discriminate against students on any basis as defined in current equalities legislation.
7. Receipt of 16-19 Bursary Funding (at Level 3 - A level) does not affect receipt of other means-tested benefits paid to families such as Income Support, Jobseeker's Allowance, Child Benefit, Working Tax Credit and Housing Benefit or Universal Credit.
8. The bursary is for one year only. Students wishing to reapply in Year 13 may do so by completing another application form.

Vulnerable Student Bursary

To be eligible students must be a care leaver, living in foster care, receiving benefits or an asylum seeker.

9. These bursaries have a full-year value of £1,200 (if on a study programme lasting 30 weeks or more; or a pro-rata amount is paid if the course is less than 30 weeks). Vulnerable Student Bursaries are available for young people in care, care leavers, young people in receipt of Income Support or Universal Credit because they are financially supporting themselves and anyone who is dependent on them and living with them such as a child or a partner. It is also offered to students in receipt of a Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right.
10. Students who are eligible for this Bursary must notify The Sixth Form Administrator who will notify the Finance Team. St. Gregory's will submit the application on behalf of the student. Applicants will be required to produce documentary evidence of their eligibility. St Gregory's will advise students how to obtain this.
11. Payment is made to students directly by the Government SBSS Department if approved.

Discretionary Bursary

To be eligible for the discretionary bursary, students must be living with a parent, parents or another relative and facing financial barriers to participation and need help to stay in education.

12. These bursaries have a full-year value of £1,200.
13. Every reasonable effort will be made to publicise the scheme and adopt an application process which is clear and transparent. The Administration Policy, Bursary Application Form and Guidance Notes will be published on the school website.
14. St Gregory's will assess the young person's actual need for financial assistance, before awarding a bursary, taking into account the young person's household gross annual income less £1,130 for each additional child aged under 19 residing in the same household. The adjusted 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). Learners with a total adjusted household income within these bands, or who face exceptionally challenging circumstances particularly where subject choices mandate multiple compulsory residential visits, will be eligible to apply.
15. The Bursary scheme is dependent on funds provided by the ESFA, which are limited. Eligibility cannot therefore guarantee an award to meet all needs. St Gregory's will make discretionary bursary awards that best fit the needs and circumstances of its students to enable their studies. In seeking to support as many students as possible this may result in changes to the funding allocations given in the table below. Requests for support of items which directly impact A level performance will always be given priority such as Text Books, Transport and Compulsory Trips.
16. Applicants for discretionary bursaries must produce appropriate proof of all household income such as evidence of receipt of benefit and/or P60; tax credit award notice or evidence of self-employment income.
17. If financial circumstances change in the course of a year, so that a student is no longer eligible for consideration, a bursary may be withdrawn.
18. Discretionary Award Limits and the method of payment are provided in the table below:

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 Max of £500/trip/year	Max contribution level of 50% of total cost of trip Max of £250/trip/year	<i>Paid direct through school</i>
Compulsory Text books (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% Max of £150/year	Up to 50% Max of £75/year	<i>Payment direct to student Receipts to be submitted</i>
Stationery &/or IT Equipment	Up to 95% Max of £500/year	Up to 50% Max £250/year	<i>Payment direct to student Receipts to be submitted</i>
Non-compulsory International Residential Trips OR Gold Duke of Edinburgh Registration	Up to 95% Max of £500/year	Up to 50% Max of £250/year	<i>Paid direct through school</i>
Other Non-compulsory Trips	Up to 95% Max of 3 trips/year	Up to 50% Max of 3 trips/year	<i>Paid direct through school</i>
Transport costs for visits regarding Post 18 choices	Up to 95% Max of £100/year	Up to 50% Max £50/year	<i>Payment direct to student Receipts to be submitted</i>

Application deadlines for Discretionary Bursaries

19. We recommend bursary applications are made by 1st December. Thereafter, applications will be considered as they arise. Any unused funds (resulting for example from discontinued payments) will where practicable be pooled for re-allocation.

Formal Agreement between St Gregory's and student

20. A student awarded a Vulnerable Student or Discretionary 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 circumstances.
21. Specifically students in receipt of all bursaries will be expected to comply with St Gregory's policies in respect of attendance, progress and conduct. Attendance must be above 85%. Unauthorised absences must not exceed 5%. Regular checks will be made and, if a bursary student does not meet these requirements, St Gregory's will discontinue payment. Allowances for authorised absences due to illness or exceptional circumstances can be given.

Payments and Accountability

22. In deciding the frequency and basis of payments St Gregory's will take into account the purpose of the bursary (e.g. one-off or sustained support) and the young person's circumstances.
23. Any change in circumstances must be reported in writing to the Finance Department. These might include changes to personal or financial circumstances or a change in the preferred mode of transport to school. Bursary payments will be reviewed and if necessary adjusted in light of these changes.
24. Payments will be made to students by bank transfer to their accounts or directly through the school wherever possible, to avoid the use of cheques. Payments may be staged over the year, with the release dependent upon the student meeting St Gregory's conditions.
25. Receipts must be submitted to the Sixth Form Administrator who will pass to the Finance Team for authorisation and verification. If receipts are not submitted an adjustment will be made for any future claims.
26. Text books and equipment must conform to the Course Assessment Requirements, copies of which can be obtained from their subject teachers or the Sixth Form Administrator. Uniform and shoes must conform to the Sixth Form Dress Code. Funds must be returned for any items purchased which are not authorised.

Fraudulent Claims

27. 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.

Decisions relating to the Scheme

28. The Headteacher and/or Director of Finance and Premises can make discretionary payments outside the stated policy if they believe the payments are an effective use of funding as an initiative to support progress for all 6th Form students.
29. Decisions to award bursaries, or to discontinue them, will be made by a panel of Governors on the basis of the information available. Their decision will be final. In accordance with Gov UK guidelines Institutions are permitted to use up to 5% of their allocation for administrative costs.