

Trinity Sixth Form at Saint Thomas More Catholic Academy

BURSARY – INFORMATION FOR STUDENTS AND PARENTS

Saint Thomas More Catholic Academy will administer the Bursary Fund awarded within the Education Funding Agency's 16-19 Bursary Fund Guidelines. We aim to have clear and transparent processes including an appeals procedure.

Two types of bursary will be available to young people aged 16-19 who commence their training in the year 2016/17:

1. Vulnerable Bursary

This category includes young people in care, care leavers, young people in receipt of Income Support/Universal Credit and disabled young people in receipt of both Disability Living Allowance/Personal Independence Payments and Employment Support Allowance who will be eligible to receive a **bursary of up to £1,200 per year**. Evidence to support the application will be needed such as a letter setting out the benefit to which the young person is entitled or written confirmation of current/previous 'Looked After' status from the relevant Local Authority or their Leaving Care Review Document.

To apply for this bursary a student needs to provide evidence that they are eligible. This could be:

- **A letter from your local authority showing you're in care or a care leaver**
- **A letter from the Department of Work and Pensions showing the benefits you get**

2. Discretionary Bursary

This will be awarded on an identified needs basis and at the discretion of St Thomas More Catholic Academy to cover costs such as books/equipment, transport, accommodation, exam re-sit fees and other miscellaneous items associated with being in learning.

Discretionary bursaries are awards made by institutions to individual students. **They are targeted on overcoming the individual barriers to participation a student faces.** It is up to institutions to decide which students will receive a discretionary bursary and how much they will receive. However, they should be targeted at students who cannot stay in education without financial help for things like transport, meals, books and equipment. **Institutions should not make blanket or flat rate payments to all students.**

Receipt of the bursary will be conditional on the young person meeting agreed standards of attendance (95%) and behaviour (Average of 2 or higher across all lessons).

Who is eligible to apply for 16 – 19 Bursary Funding?

The over-arching aim of the discretionary bursary award is that it is to remove specific barriers to participation therefore allowing a student to remain in education.

Therefore any student who is economically disadvantaged and at risk of not taking up or continuing in their education is eligible to apply and provide evidence.

Applications can be made throughout the year if circumstances change.

How does St Thomas More Catholic Academy assess applications and allocate 16 – 19 Bursary Funding?

The 16 – 19 Bursary Fund is a limited fund and the school will prioritise allocation according to:

- Whether the student was Pupil Premium throughout school.

Pupil Premium was introduced to raise the attainment of disadvantaged pupils and close the gap with their peers. By using this as a measure it ensures that all students who have accessed support throughout their 5-16 education continue to receive support where necessary.

- Or through household income.

Discretionary bursary is allocated on an individual needs basis, removing barriers to facilitate success in education.

Further Support available Free Meals

Free meals are targeted at disadvantaged students. For the purposes of eligibility for free meals, 'disadvantage' is defined by the students being in receipt of, or having parents who are in receipt of, one or more of the following benefits.

- Income support / income based Jobseekers Allowance (ESA)
- support under part V1 of the Immigration and Asylum Act 1999
- the guarantee element of State Pension Credit
- Child Tax Credit (provided they are not entitled to Working Tax Credit) and have an annual gross income of no more than £16,190, as assessed by Her Majesty's Revenue and Customs.
- Working Tax Credit run-on – paid for 4 wks after you stop qualifying for Working Tax Credit.
- During the initial roll out of the benefit, Universal Credit

Please apply through the main school office if you are eligible for this further support. Evidence to support your claim will be required.

Procedures for applying for the 16-19 Bursary

Information and Application

- Information on how to apply for the bursary will be available on enrolment day in September 2016. All initial applications should be received in writing by 1st October 2016. After this emergency applications due to change of circumstances can be received throughout the year.
- Applications should be made on the bursary application form available from the Head of Sixth Form.
- Students in the high priority group will need to provide documentary evidence to show that they fall into one of the nominated vulnerable groups; young people in care, care leavers and those in receipt of Income Support or Employment and Support Allowance AND Disability Living Allowance.
- Applications made based on household income must be supported by relevant documents e.g. P60 for the previous financial year, wage slips, statements of benefit entitlement and benefit payments, confirmation of address.
- Bank account details will be collected so that any payments can be made directly to the account holder.
- Completed forms should be handed in to Mrs Plimbley in her office.
- All applicants will be advised of the outcome by letter, no later than the week after October half term.

Payments

- The first payment is made 'in kind' through a ready to study pack. This will be provided as soon as applications are processed in the Autumn term.
- Funds to purchase all required text books / revision guides will be provided upon receipt of a successful application and after 1st October (the deadline for changes of course).
- A simple application process is then required to identify any further barriers to learning throughout the year. This may also be completed by Mrs Todd or Mrs Plimbley if they identify a barrier to your learning through the mentoring process and pastoral care.

Payments may be made by bank transfer to be spent and evidenced through providing receipts, through school purchasing equipment for you that you have requested, by school providing additional support eg. additional 'top up' lessons or for expenses such as travel or exam re-takes / re-marks.

'Receipt of the bursary will be conditional on the young person meeting agreed standards of attendance and behaviour.'

This data is retrieved from SIMS (attendance is expected to be over 95%) and through effort scores from teachers collected each lesson.

Appeals against non-qualification for support

If a student's application has not been processed to their satisfaction, they can appeal in writing to Mrs Todd who manages the Sixth Form. The decision will be communicated in writing to the student within five working days.

If the appeal is rejected the student can send a copy of their letter to the Head teacher, whose decision is final.

Appeals against non-payment

If a student is not satisfied with the decision to withhold or defer payment they should take the following steps:

1. Speak to their Form Tutor in the first instance.
2. Speak to the Head of Sixth Form, who made the decision, to explain why the payment should be made.
3. If the appeal is still rejected, the student needs to put their case in writing, again to the Head of Sixth Form, who made the decision. The case will be considered, and a decision reported to the student in writing within five working days of receiving the appeal.
4. If this appeal is rejected, the student should send a copy of their letter to Mr Rayner who will make a decision. His decision as Headteacher is final.

Conditions

Students who have successfully applied for in-course related expenditure (equipment, stationery, clothing etc.) will be paid in the term in which the expenditure was incurred.

Any payments made in relation to examination re-sits will be paid after the exam has been taken.

Any student who leaves Trinity Sixth Form before the end of the examination year will be required to repay any unspent bursary and/or return any equipment, stationery, clothing etc. which can be made available for future use.

The Trinity Sixth Form reserves the right to withdraw any funding if evidence is submitted indicating the bursary has been received under false pretence or is not being used for the purpose for which it was approved.

Students must open a bank account as payments will be made by the school directly to the students via BACS. Any student faced with difficulties in opening a bank account should immediately contact the Head of Sixth Form.

In addition to claiming for discretionary bursary you may be eligible for free school meals.

Bursary Fund Application Form for the 2016 to 2017 academic year

This completed Application Form and evidence must be handed in by **1st October 2016**. Late applications will be accepted throughout the year. However, if the Application Form and evidence is presented later than that date, payments can only be backdated up to 4 weeks. Please be assured that all applications remain strictly confidential.

Student Details					
Title:		First name:		Surname:	
DOB:			Age:		
Address:					
Postcode:		Telephone:		Email:	
Have you the right of abode and been resident in the UK for the last 3 years?				Yes <input type="checkbox"/>	No <input type="checkbox"/>

Bursary Criteria
To qualify you must be aged 16 or over and under 19 on 31 August 2017 and meet the EFA's residency criteria. The bursary is paid to enable you to attend training with us and will only be paid if your attendance and behaviour meet the required standard.

Vulnerable Bursary Criteria	
To qualify you must fall into one of the below categories and produce the required evidence as stated.	
Are you in receipt of Income Support or Universal Credit? (evidence required - Income Support or Universal Credit Statement Letter)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Care Leaver or currently looked after in care or unaccompanied asylum seeker? (evidence required - letter from Local Authority)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Disabled student in receipt of <u>both</u> Employment Support Allowance/Universal Credit equivalent and Disability Living Allowance/Personal Independence Payments (evidence required, financial statement showing <u>both</u> ES + DLA/PIP)	Yes <input type="checkbox"/> No <input type="checkbox"/>

Discretionary Bursary Criteria					
You were a Pupil Premium Student in year 11 <input type="checkbox"/>					
IF YOU HAVE TICKED THE BOX ABOVE NO FURTHER EVIDENCE RE HOUSEHOLD INCOME IS REQUIRED					
Your household income is one of the criteria which will help us to assess your application. If your TOTAL Household income exceeds £25,000 per annum; you will not be eligible for a Bursary payment.					
Please tick to indicate what type of evidence you have provided. If you cannot provide evidence then we cannot process your application for bursary payments.					
P60	<input type="checkbox"/>	Income Support/Universal Credit (award letter)	<input type="checkbox"/>	Full TCAN Notice	<input type="checkbox"/>
Self employed earnings (official tax return)	<input type="checkbox"/>	Other benefits/pension (award letter)	<input type="checkbox"/>	Wage slips for household	<input type="checkbox"/>
Please list the names of the household members and relationship to Student:					
Name					

Please provide your bank details below, as printed on your bank card or statement.
 Bursary **payments** will be paid directly into Students bank accounts only (by BACS).
 Please be aware that we will also pay Bursary awards 'in kind' e.g. by purchasing any equipment required.

Account Name:												
Account Number:												
Sort Code:												

STUDENT DECLARATION

- I declare that the information on this form is true and accurate to the best of my knowledge.
I have made this claim for Bursary payment, fully aware that any false statements can lead to withdrawal/refusal of any financial support and may lead me open to prosecution.
- I understand that if I refuse to provide information which may be relevant to my claim, the Application will not be accepted.
- I understand that monies I receive under the Bursary Scheme will be paid on condition of standards of attendance and behaviour, as explained in the Bursary Fund – Information for Students.
- I will attend regularly and complete the course for which my bursary is supporting me.
- When changes to my household financial circumstances occur (which may result in changes to my claim), I confirm will notify my institution immediately.
- I will notify my institution immediately with any changes to my Bank/Building Society details.
- I understand that monies I receive under the Bursary Scheme have been awarded to provide me with financial support to allow me to continue in education, and if I leave education all financial support will stop.
- I understand that I do not have an automatic entitlement to Bursary payments, and all payments are based on the information I have provided.
- I am clear that the Bursary payments I receive are to provide me with means to remain in education and are to be used for items such as: books, equipment, travel costs, meals, additional costs i.e. trips, miscellaneous course costs.
- I understand I have the right to appeal if I disagree with the outcome of my Bursary Application.

- I confirm I have read the 'Bursary Fund - Information for Students' which was given to me with this application.

Applicant Signature: *Date:*

Assessment and Approval 2016/17

FOR OFFICE USE ONLY

Eligibility – please tick appropriate box (✓)

<i>Student Name:</i>	<i>D.O.B:</i>
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<i>Vulnerable Bursary</i>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Those young people who receive income support/universal credit • Care Leavers or young people who are looked after children, or unaccompanied asylum seekers • Disabled young people in receipt of both Employment Support Allowance/Universal Credit equivalent and Disability Living Allowance/PIP
<i>Discretionary Bursary</i>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Young people facing financial barriers to participation in further education. Agreed standards of behaviour and attendance should be met.

