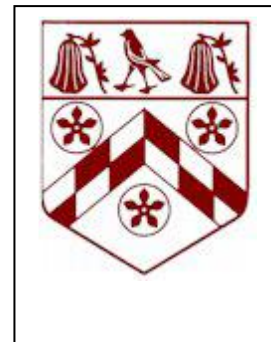


# Blessed Hugh Faringdon Catholic School 16-19 Bursary Fund 2024-2025



## School Policy

The 16-19 Bursary Fund provides financial support to help students to participate in and benefit from a place in 16 to 19 education or training. The 16-19 Bursary Fund targets support towards the most financially disadvantaged 16 to 19-year olds - those who most need help with the costs of staying on. Blessed Hugh Faringdon Catholic School will determine the eligibility criteria for discretionary bursaries, and the frequency of and conditions for payments for all awards. The 16-19 Bursary will only be awarded to a student that is eligible and facing genuine financial barriers to participating.

**The Bursary is to support students with the cost of transport, sixth form dress code, educational books/equipment and educational trips; the school may retain a proportion of the bursary to purchase the resource directly on behalf of the student.**

The 16-19 Bursary Fund is a limited fund determined by the EFA. For 2024/25, the School has been allocated a total 16-19 Bursary Fund of **£7739**.

This policy sets out the arrangements for how Blessed Hugh Faringdon Catholic School will prioritise and administer the 16-19 Bursary Fund in 2024/25

The named contact at the School for all 16-19 Bursary support/enquiries is Mrs k Stiles.

### 1. Bursaries Available

There are two types of Bursary available:

A **Vulnerable Student Bursary** (up to £1200) is available for students in one of the vulnerable groups as defined by the Dept for Education.

A **Discretionary Bursary** is available to all young people who meet the eligibility criteria as set out in this policy.

The School will retain a sum equivalent to 5% of the annual grant to administer the fund and to use as a hardship contingency fund to respond to exceptional or circumstantial in-year change. The contingency fund will be reviewed in April 2025 and any remaining funds will be distributed to eligible young people or carried forward to the next academic year for distribution.

Any young person meeting eligibility requirements and facing financial hardship due to exceptional reason or circumstance change can apply to access the contingency funds on an individual basis by applying in writing.

## 2. General Eligibility

To be eligible to receive a 16-19 Bursary in the 2024-2025 academic year, the student must be aged 16 or over and under 19 on 31st August 2024. Students aged 19 or over are eligible only for a discretionary bursary if they:

- Are continuing on a study programme or course that they began when they were aged 16 to 18-years-old, or
- Have an education, health and care (EHC) plan

Students aged 19 or over are not eligible for bursaries for defined vulnerable groups. Students must also satisfy the residency criteria set out in the EFA Funding Guidance. [Advice: funding regulations for post-16 provision - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/advice-funding-regulations-for-post-16-provision)

### Eligibility for Vulnerable Student Bursary

You could get up to £1,200 if you are a student to which at least one of the following applies:

- In care (NB: those who are privately fostered are not classed as looked after);
- Care leavers;
- Receiving Income Support (IS) or Universal Credit (UC) because they are financially supporting themselves, or financially supporting themselves and someone who is dependent on them and living with them such as a child or partner; or
- Receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIPs) in their own right, as well as Employment and Support Allowance (ESA) or UC in their own right

### Eligibility for Discretionary Bursary

To receive a discretionary bursary students must be facing financial barriers to participation and need help to stay in education.

A Discretionary Bursary is available subject to availability of funds; students must meet one or more of the following criteria:

- currently entitled to free school meals
- was in receipt of free school meals during last 6 years (PP)
- total household income is below £25000 per annum
- is a young carer (if not eligible for a vulnerable bursary)

Applications may be considered from students in exceptional circumstances suffering financial hardship but who fall outside of the above criteria. These will be reviewed at the schools discretion.

Household income can be evidenced by receipt of benefit and/or P60, Tax Credit Award Notice or evidence of Self-employment income.

All evidence of household income will be in strict confidence.

## 3. Payments

Subject to meeting the condition requirements as detailed below, payments will be made in the following instalments:

- October 2024 (50%)

- January 2025 (25%)
- April 2025 (25%)

Payments will be made by bank transfer. The young person must have a valid account in their name.

#### **4. Qualifying Condition Requirements**

Eligible young people will need to complete a qualifying learning period of 6 weeks before they are able to receive Bursary payments. However, any eligible young person can make an application ahead of the six-week qualifying period and in a case of extreme hardship, consideration will also be given for payment in advance of the six-week period.

All young people in receipt of a bursary must meet weekly punctuality and attendance targets to ensure continued support. In addition, all young people in receipt of a bursary must behave appropriately and submit work of an appropriate level and to required deadlines. If the young person does not meet these conditions, the school reserves the right to withdraw or suspend bursary payments. The Head of Sixth Form has responsibility for authorising payments to the young people eligible for payment of the bursary funding.

These conditions will not be additional to those expected of any young person within the School.

#### **5. Application**

Applications for a Bursary must be made using the Blessed Hugh Faringdon 16-19 Bursary application form and should be submitted in full by **Friday 11<sup>th</sup> October**. Applications made after this date will be considered if sufficient funds are available. Applications must be supported by appropriate evidence of financial hardship and need as per the application form. Applicants will be expected to specify the individual items for which they are seeking support.

Assistance will be given to any young person to make an application where they are unable to do so due to a level of learning difficulty and/or disability/ or where they are not able to provide supporting evidence due to difficulties with engagement or support from their parent/guardian/carer(s).

#### **6. Process**

All applications for a Bursary or to access the contingency fund will be assessed by a 16-19 Bursary Application Panel, consisting of:

- **Mr B Winsor**
- **Ms H Jordan**
- **Mrs K Stiles**

## 7. Appeals

If any young person or their parent/guardian/carer(s) are not satisfied with the outcome of their application, they should write to the Headmaster outlining their reasons why. The Headmaster will convene a 16-19 Bursary Appeals Panel, consisting of:

- **Headteacher**
- **Sixth Form Link Governor**

The Panel will consider and respond to appeals within **two weeks** of receipt. If the appeal is upheld or partly upheld it will be referred to the 16-19 Bursary Application Panel with recommendations. If the appeal is not upheld the appealing party will be signposted to the School's Complaint Procedure.

## 8. Confidentiality

Applications and supporting evidence will be confidential to the 16-19 Bursary Application Panel and in the event of an appeal, the 16-19 Bursary Appeals Panel.

## 9. Change of Young Person's Financial Circumstances

Any young person in receipt of a Bursary has a duty to inform the School should if their financial circumstances change, or those of their parent/guardian/carer(s) change (e.g. increase in household income that would affect the young person's entitlement to Free School Meals). This does not automatically mean any future Bursary payments will be stopped but would result in a convening of the 16-19 Bursary Application Panel to determine whether the payments continue or be stopped and the funds redistributed.

## 10. Young Person Transferring

Where a young person in receipt of a Bursary transfers *out of* the School to another education/training provider in-year, the School will liaise with that provider to ensure continuity of Bursary payments to enable the young person to complete the learning aim(s).

Where a young person in receipt of a Bursary transfers *in to* the School from another education/training provider in-year, the School will liaise with that provider to ensure continuity of Bursary payments to enable the young person to complete the learning aim(s).

## 11. Young Person Withdrawing

Where a young person in receipt of a Bursary withdraws from the School, and does not transfer to another education/training provider, Bursary payments made prior to the date of withdrawal will *not* be recovered but any scheduled payments to be made after the date of withdrawal will not be made.

## **12. Further Information**

Further national information on the 16-19 Bursary Fund can be found:

[16 to 19 Bursary Fund: Overview - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/department/department-for-education/schools/16-to-19-bursary-fund/16-to-19-bursary-fund-overview)