

St Joseph's College

16-19 BURSARY POLICY

Date of Latest Review:	May 2017
Next Review Date:	May 2018
Policy Available for Staff at:	Website
Policy Available for Parents at:	Main Office
Headteacher:	Ms M Roberts

16-19 Bursary Policy

The government allocates to St Joseph's College a sum of money each year to support students who may face financial difficulties. This financial assistance is to encourage and facilitate their education when continuing into the Sixth Form. It can be used in exceptional circumstances to pay bursaries to younger students, for example, where a student is following an accelerated study programme. The 16-19 bursary fund is now used to cover the cost of the meals sixth form students who are entitled to Free School Meals.

Sixth Form students are eligible to apply for financial help from this fund if either part 1 or part 2 below applies to them.

PART 1 – Vulnerable Bursary

A vulnerable bursary of up to £1,200 a year for young people in one of the defined vulnerable groups below;

- in care
- care leavers
- in receipt of Income Support, or Universal Credit in replace of Income Support, in their own right
- in receipt of Employment and Support Allowance or Universal Credit or Personal Independence Payments in their own right eligible to receive £1,200 per year

Students who are eligible for the vulnerable bursary must complete sections 1, 2, 3 (providing all relevant evidence of income) and sign the declaration in section 6.

PART 2 – Discretionary Bursary

A discretionary bursary can be awarded to students for financial assistance if they fall into one of the following bands;

Band 1

Students whose household income (before tax) is less than £22,000 per year are eligible to apply for support from the fund. Students can apply for assistance with travel costs, school clothing, food and drink at school, school trips, VI Form retreats and books needed for their courses.

Students can apply by completing sections 1, 3 (providing all relevant evidence of income) 4, and the signing the declaration in section 6.

Band 2

Students whose household income (before tax) is less than £25,000 per year are eligible to apply for support from the fund to support 50% of the cost of the induction events designed to improve integration into the sixth form held in the winter term.

Students can apply by completing sections 1, 3 (providing all relevant evidence of income) 5, and the signing the declaration in section 6.

Students MUST continue to achieve the required standards of attendance, coursework, effort, behaviour and academic progress to receive these payments. These requirements are essential to qualify for funds: checks will be made prior to making payments.

To apply for financial assistance from the 16-19 bursary fund students have to complete the application form, providing evidence of their annual household income and/or benefits. Full details will be provided when students enrol after their GCSE results.

Eligibility will be determined via a formal application process. You MUST ensure that ALL of the questions on the application form are completed and that you attach the relevant supporting documents. All applications and evidence will be examined by the Finance Manager and Head of VI Form who will ensure all the procedures have been applied consistently. The academy will process all applications within 14 days of receipt of application and will advise you, in writing, of the outcome.

If you wish to appeal this decision please write to Mrs Karen Cleverley, Finance Manager, St Joseph's College, London Road Stoke on Trent ST4 5NT.

16 – 19 Bursary Fund Application Form

2017 - 2018

1. Student Details

First Name	
Surname	
Address	
Postcode	
Home Telephone Number	
Tutor Group	

You may apply for either the Vulnerable Bursary or the Discretionary Bursary, but NOT both.

2. Vulnerable Bursary Application. Please tick and provide evidence if any are applicable to you, THE STUDENT.

I am currently a young person in care (You must enclose a letter from your local authority to confirm your circumstances)	
I am a care leaver (You must enclose a letter from your local authority to confirm your circumstances)	
I am currently receiving Income Support OR Universal credit (You must enclose a letter from the department of work and pensions as evidence)	
I am currently receiving Disability Living Allowance or Personal Independence Payments and Employment and Support Allowance or Universal Credit. (You must enclose a letter from the department and pensions as evidence)	

3. Discretionary Bursary Application.

Please tick and provide evidence if your family is in receipt of one or more of the following;

Working Tax Credits (Your latest Annual Award letter to be provided from HMRC as evidence)	
Employer Support Allowance (Current letter from department of work and	

pensions required)	
Disability Living Allowance or Personal Independence Allowance (Current letter from department of work and pensions required)	
Child Tax Credits (Your latest Annual Award letter to be provided from HMRC as evidence)	
Income Support or Universal Credit (Current letter from department of work and pensions required)	
Income for full/part time employment (Current P60- payslips will not be accepted as evidence.)	
Income based Job Seekers Allowance (Current letter from department of work and pensions required)	
Other Income (You are required to give details of any other source of income)	
Carers Allowance (Current letter from department of work and pensions required)	

Failure to supply the correct documentation will delay a decision on your application

4. Financial Needs: Income under £22,000. Please tick a box (or boxes) below to let us know what your needs are:

Area(s) where financial support is most needed	Please tick here
a. Transport (A bus pass will be provided by the academy, if the student lives over 3kms away from the academy)	
b. Uniform for school (reimbursed up to £100 on submission of receipts for items from our dress code.)	
c. Food and drink at school (Students catering account will be topped up via ParentPay)	
d. School trips (for compulsory curriculum based trips)	
e. VI Form retreats	
f. Compulsory curriculum course books	
g. Other: Please give details:	
I/We enclose evidence of all income as requested in section 3.	

If you have ticked more than one box please give us details below of what your first and second priorities are as we have only limited funds available. Thank you.

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**5. Band 2 Discretionary Bursary Additional Financial Needs:
Income under £25,000**

I/We wish to apply for Financial Support for the induction events designed to improve integration into the sixth form.	
I/We enclose evidence of income as requested in section 3.	

Students who are eligible under band 1 will automatically qualify for 100% financial support of this.

6. Declaration: Please tick and sign to say you understand and agree with the following;

I/We understand that if I provide any false information on this application, I am liable and if found, will be made to repay the bursary award in full and the matter may be referred to the Department of Education or the police.	
I/We understand that if the student breaks the agreement in the students 'code of conduct' or misuses the funds allocated I may be asked to repay the bursary in full.	
I/we will notify the academy immediately of any changes in our circumstances.	

Signature..... Student

Signature.....Parent/Carer

The completed form and the evidence of your income should be given to the sixth form office in a sealed envelope marked 'Private & Confidential FAO Mrs Cirino, Director of Sixth Form'.

If you have any queries, please contact the sixth form office on 01782 848008. Applications will be confidential and will be prioritised on the basis of need. You will be notified of the outcome of your application in writing and if unsuccessful you have the right of appeal. The government have given us limited funds but we will provide as much help as possible.

For Office Use Only:

Date Application Rec	Evidence provided:
Bursary Decision:	
Award Letter Sent	