

St Joseph's College
16-19 BURSARY POLICY

Date of Latest Review:	May 2020
Next Review Date:	May 2021
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
- receiving Income Support, or Universal Credit 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
- receiving 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

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 the household income (before tax) is less than £24,000 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 text books which have been specifically requested by their subject teacher.

Students can apply by completing sections 1, 3 (providing all relevant evidence of income) 4, 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.

St Joseph's College

16 – 19 Bursary Fund Application Form

2020 - 2021

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 (You must enclose a letter from the department of work and pensions as evidence)	
Universal Credit (Please provide the 3 most recent monthly award statements)	
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 (Current letter from department of work and pensions required)	
Universal Credit (Please provide the 3 most recent monthly award statements)	
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)	

PLEASE ENSURE ALL EVIDENCE PROVIDED IS A COPY AS IT WILL NOT BE RETURNED. ALL EVIDENCE WILL BE KEPT ON FILE FOR AUDIT BY THE EDUCATION & SKILLS FUNDING AGENCY AND EXTERNAL AUDITORS.

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

4. Financial Needs: Income under £24,000. 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.	

Important Note: As we have limited funds available, we may not be able to fulfil all you financial requests, therefore if you have ticked more than one box, please give us details of what your first and second priorities are. Thank you.

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5. 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. 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.

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	

16-19 Bursary Fund Privacy notice

St Joseph's College is committed to ensure that all applicants are aware of how they process their personal information.

The Data Protection Act 1998 (DPA)

Except in certain circumstances, organisations collecting personal data must inform data subject(s) what the personal data being collected is to be used for, who it might be shared with and why. This information is usually made available to individuals prior to their personal data being collected and usually appears in a privacy notice.

For this reason, it is important that we make applicants aware that the information they supply to us, as part of their 16-19 Bursary Fund application, will be shared with the ESFA and other government bodies.

Information for inclusion in our privacy notice for 16-19 Bursary Fund Form

How will we use your personal information?

St Joseph's College needs to keep and process information about you for normal business purposes. The information we hold and process will be used for our management and administrative use only. We will keep and use it to effectively, lawfully and appropriately, and to enable us to access your household income and establish the amount of support needed, whilst you are in 16-19 education at St Joseph's College. When you have left, this information will be held securely and used to comply with our legal reporting duties.

If you do not provide this data, we may be unable in some circumstances to comply with our obligations and we will tell you about the implications of that decision.

Any personal data shared with the ESFA and other required parties will be handled securely and only accessed for the purposes of normal employment purposes.