

**St Joseph's College**  
**16-19 BURSARY POLICY**

<b>Date of Latest Review:</b>	June 2023
<b>Next Review Date:</b>	June 2024
<b>Policy Available for Staff at:</b>	Teams
<b>Policy Available for Parents at:</b>	Website
<b>Headteacher:</b>	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 for 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.

Receipt of bursary funding does not affect receipt of other means-tested benefits paid to families, such as Income Support, Child benefit, Working Tax Credit, Housing Benefit or, generally, Universal credit.

### Applying for the 16 19 bursary Fund

To apply for financial assistance from the 16-19 bursary fund students/parents have to apply through the online 16-19 Bursary system. Students are required to complete the online application form and upload the evidence of their annual household income and/or benefits. The website address is as below.

<https://stjosephsbursary.applicaa.com/>

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

### 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;

- **currently a young person in care** (You must provide a letter from your local authority, social worker or care home as evidence)
- **a care leaver** (You must provide a letter from your local authority, social worker or previous care home as evidence)
- **currently receiving Income Support or Universal Credit in your own right** (You must provide copies of all benefits paperwork)
- **currently receiving Disability Living Allowance or Personal Independence Allowance as well as Employments and Support Allowance in my own right** (You must provide copies of all benefits paperwork)

The evidence you supply will be used to submit a claim to the Student Bursary Support Service. Please note that meeting the vulnerable group does not automatically mean funding will be given. The decision of both eligibility, and the amount awarded will be that of the Student Bursary Support Service.

## **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. Household income- this includes the combined income of parents living in the same household. Household does not include income from siblings who are working or money earned by the students themselves from part-time work.

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 **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 be eligible for the discretionary bursary you will need to prove evidence that your household income is less than £24,000 by providing one or more of the following documents.

- **Working Tax Credits** (Your latest Annual Award letter to be provided from HMRC as evidence)
- **Universal Credit** (Please provide the 3 most recent monthly award statements)
- **HMRC Tax Credits Award notice for current financial year – not review or provisional**
- **Award letter for all income-based benefits** (less than 3 months old)
- **Evidence of self-employed earnings** (certified accounts for latest tax year)
- **Other Income** (You are required to give details of any other source of income)

All evidence will be kept securely for audit purposes by the Education & Skills Funding agency and External Auditors. We will endeavour to deal with your claim within a week of your submission, however failure to supply the correct documentation will delay a decision on your application

### **Financial Needs: Income under £24,000.**

Once you have received notification that your application has been successful you will be able to request the financial support that you require.

- 1) Transport (A bus pass will be provided by the academy, if the student lives over 3kms away from the academy)
- 2) Uniform for school (reimbursed up to £100 on submission of receipts for items from our dress code.)
- 3) Food and drink at school (Students catering account will be topped up via ParentPay)
- 4) School trips (for compulsory curriculum-based trips)
- 5) VI Form retreats
- 6) Compulsory curriculum course books
- 7) Other financial assistance required, please state.

**Please note that all books and equipment awarded under this funding must be returned at the end of the study period.**

**Declaration:** When you submit your application, you will need to tick to agree that you understand and agree with the following;

- 1) 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.
- 2) 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.
- 3) I/we will notify the academy immediately of any changes in our circumstances.

The government have given us limited funds but we will provide as much help as possible.

If a student is eligible for the discretionary bursary at the start of the study programme in year 12, we will ask at the start of year 13 for a signed declaration to confirm that their household circumstances have not changed so they can continue to be eligible for the second year. Please see appendix 1.

Please be aware that giving false or incomplete information that leads to incorrect/overpayment may result in future payments being stopped and any incorrectly paid funds being recovered. It may also result in a referral to the police with the possibility of the student and/or their family facing prosecution.

**2023 – 2024**

**1. Student Details**

First Name	
Surname	
Address	
Postcode	
Home Telephone Number	
Tutor Group	

**2. Financial Needs: Income under £24,000. Please tick a box (or boxes) below to let us know what your needs are:**

<b>Area(s) where financial support is most needed</b>	<b>Please tick here</b>
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:	

**3. Self-Declaration: I confirm that I my household circumstances have not changed since September 2022.**

**Signature.....Student**

**Signature.....Parent/Carer**

## **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.