

# The McAuley Catholic High School Sixth Form

## 16-19 Bursary Eligibility 2023/24



The 16-19 Bursary Fund provides financial support to Sixth Form students who face financial barriers to participation in education.

There are 3 types of award:

- 1. Regular Discretionary Payments** - students are entitled to this if total household income is below £23,000. This will be at a weekly rate\* (minimum £10) paid at the end of each term. Families with multiple dependent children may be eligible for a discretionary payment if their household income is above this threshold.
- 2. Fixed Bursary** - 'Vulnerable' students e.g. (LAC) Looked After Children/In Care are entitled to a fixed sum paid in half termly instalments.
- 3. Exceptional Payments** – discretionary for students not eligible for the above but facing short term financial difficulties.

\* the weekly rate may vary during the year depending on the funds available and number of eligible students

Please complete the information required in the tables below and overleaf and ensure you submit any evidence needed in support of your application. Please submit your application to Miss Harte, Sixth Form Administrator.

**Table 1 - Personal details (all details will remain private and confidential)**

Student details	
Forename:	Surname:
Address:	
Post Code:	
Date of Birth:	Age:
Contact Telephone number:	
<b>Please tick below which applies to you (✓)</b>	
Living with parent(s)/carer(s)	If you have ticked this box then please provide their details below
Name :	Name :
Relationship to student:	Relationship to student:
Telephone number:	Telephone number:
Number of dependent children (under 18 in full time education)	
A student in care or a looked after child:	If you tick this box then please provide written confirmation from your Social Worker or Local Authority

**Table 2 - Statement of household income including pensions, benefits and CMS payments**

	Amount	Frequency (weekly, monthly, annually)	Evidence required
Earned Income (please provide evidence of income for <b>both</b> parents/carers where applicable)	£		4 weekly or 2 monthly wage slips (most recent) or latest P60 If self-employed please provide End of Year Tax Return or letter from accountant
Entitled to Free School Meals?	Yes / No	n/a	NONE - SENT DIRECT TO SCHOOL BY LA
Working/Child Tax Credits	£		Tax Credit Award Notice (all pages) from Inland Revenue for this Tax Year
Income Support/ESA/JSA/ Universal Credit	£		Award letter/screenshot or bank statement detailing payments with DWP reference
Incapacity Benefit	£		As above
Pensions eg State, Private, War or Military	£		As above
Child Maintenance Service payments	£		As above

**Table 3 - Bank Details** This must be the student's personal current account.

Note - payments are made direct to the student's bank account, not to parents/carers.

Name of Bank/Building Society	
Name of Account Holder (as it appears on your statement or ATM card)	
Sort Code	
Account number (normally 8 digits, <b>not</b> the 16 digit number on ATM cards)	
School admission number (6 digits starting with 00..... This can be found in your school login / email code)	

**Parent/carer declaration** - I confirm that:

- the details provided, and supporting evidence, is correct to the best of my knowledge.
- the statement of household income includes all pensions, benefits and CMS payments.
- I will inform school immediately if there are changes to my household income.
- I agree to repay money received immediately if the information I have given is not updated or found to be false or misleading.
- I have read and understood the terms and conditions in the school Bursary Policy attached.

Signed: \_\_\_\_\_ (parent/carer)      Date: \_\_\_\_\_

**Student declaration** I understand that:

- my payments will be reduced or withdrawn if I do not meet expectations (due to issues with e.g: attendance, behaviour, attitude to learning, deadlines, meeting course requirements, meeting expectations, referrals to the Head of Sixth Form or KSM/YL etc.)
- I must re-apply for Bursary at the start of every new academic year and that there is no guarantee that funding will be available in future years.
- payments may vary as they depend on the demand on the 16 – 19 Bursary Fund.

Signed: \_\_\_\_\_ (student)      Date: \_\_\_\_\_

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## Managing the 16 – 19 Bursary Fund 2023/24



### Introduction

A key priority of the Government is to eliminate the attainment gap between students from different economic backgrounds. The 16-19 Bursary Fund provides financial support to young people who face the greatest barriers to accessing post-16 education or training. This document outlines how The McAuley Catholic High School Sixth Form manages the 16-19 Bursary Fund.

**Types of support and eligibility** - The Bursary Fund provides financial support in three ways:

**1. Regular Discretionary Payments** - students are entitled to this if total household income is below £23,000. This will be at a weekly rate paid at the end of each half term. The weekly rate may vary during the year depending on the funds available and number of eligible students.

**2. Fixed Bursary** - 'Vulnerable' students are entitled to a fixed sum paid in half termly instalments. 'Vulnerable' students include those who are:

- Looked After (e.g. in Foster care or a Children's home);
- Care Leavers (living semi-independently or in their own flat);
- young people in receipt of income support (or Universal Credit) in their own name;
- disabled young people in receipt of both Employment Support Allowance (ESA) and Disability Living Allowance (DLA)
- disabled young people in receipt of both Employment Support Allowance (ESA) and Personal Independence Payments (PIP)

**3. Exceptional Payments** - for students not eligible for the above but facing short term financial difficulties. Each application will be considered on its own merits. Examples include:

- students with a self employed parent who is temporarily incapacitated due to illness/injury and not receiving any income.
- discretionary payments for students in families with a number of dependent children

**Reductions** - payments are conditional on students meeting the expectations agreed in the Learning Agreement signed at enrolment or any additional contracts eg Driver agreements. Payments are reduced for low attendance, including that due to illness. Also:

**Payments will not be awarded in any week in which a student has:**

- unauthorised 'U' marks, unexplained 'N' or 'O' marks, 3 or more 'lates'.
- received a sanction for e.g. uniform, mobile phone issues or removed from lesson etc
- received a 'Requires Improvement' or 'Serious Concern' for 'attitude to learning'
- been referred to KSM/YL for missing deadlines, poor attitude etc

**Payments will not be awarded in any half term in which a student has:**

- been referred to the Time Away Unit, truanted, left school premises without signing out, failed to attend lessons without permission

**Payments will not be awarded in any term in which a student has:**

- received a fixed term exclusion or taken an unauthorised holiday or taken paid employment in school time when they should be in lesson,

**How to claim 'Regular Discretionary Payments' or the 'Fixed Bursary'**

- All claimants need to submit a '16–19 Bursary Eligibility 2023/24' form, along with copies of any evidence required, for the attention of the Sixth Form Administrator, Miss Harte.

## How to claim 'Exceptional Payments'

- Requests for exceptional payments should be made in writing, and in as much detail as possible, for the attention of the Sixth Form Administrator, Miss Harte. Students are encouraged to see a member of the Sixth Form Team for an initial confidential discussion.
- The Sixth Form Administrator will refer all requests for exceptional payments to the Head of Sixth Form or Year Leader/Key Stage Manager for consideration.

## Use of Bursary Payments

Students are expected to use their bursary payments to subsidise their education related costs. The list below gives an idea of costs that sixth formers need to budget for:

- transport to and from school, uniform, stationery, file paper, files, school bag etc
- revision guides or books that are **not** provided departmentally
- subject specific equipment e.g. Graphical Calculator, specialist Art equipment etc.
- expenses incurred in connection with future progression routes, e.g. UCAS fees, MedLink, BMAT, UKCAT, LMAT testing, transport costs for university interviews, auditions etc.
- exam resit fees, extra curricular trips and visits that are not compulsory subject requirements

## Trips, visits and revision days

If funds allow then the Bursary will **fully fund trips/visits that are considered compulsory** for completion of the course. These include Cranedale (Geography) and up to two course related theatre trips (Drama/Performing Arts/Dance). The Bursary will also fund subject specific revision days identified by curriculum leaders as being essential in meeting the needs of students.

The Bursary Fund is **NOT able to subsidise non-compulsory day/residential trips** such as Berlin, Cern, Lourdes, Anglesey, Ski trips, Language exchange and Iceland.

## Items with asset value

Wherever possible, items bought via the Bursary Fund that retains asset value will remain the property of The McAuley Catholic High School. Such items include graphical calculators which should be returned when the student leaves school.

## Types of payment

Payments are made directly to students by the BACS system. **It is essential that students have bank accounts in their own name.** All other transactions will be 'invisible' eg the cost of a graphical calculator would be transferred from the bursary fund to the mathematics department. All transactions are cashless except in exceptional circumstances.

**Appeals** – can only be made by the student

Students should approach the Sixth Form Administrator in the first instance with any queries about a claim or payment. Students who feel aggrieved about a decision should follow the school's complaints procedure as published on the school website.

## Storage of evidence

All applications will be treated in confidence and in accordance with the school's data protection policy. Details of all applications, supporting evidence and awards will be retained securely on file in school for a minimum period of six years and then destroyed in accordance with the school's finance and archiving policy.

The Governing Body of The McAuley Catholic High School reserves the right to review and amend any of the terms and conditions outlined in this guidance and without notice.