


Sixth Form Bursary Policy

2022-2023

Person Responsible	S Salami/R Pabila
Last Review Date:	February 2022
Next Review Date:	January 2023
This policy is communicated by the following means:	School website
Governor's Signature:	



St Aloysius' College
Hornsey Lane,
Highgate,
London
N6 5LY



What are the 16-19 bursaries?

- If you are aged between 16 and 19 years and think you might struggle with the costs for full-time education, you may be eligible to receive a bursary.
- Bursaries are payments that are made to you by St Aloysius' College to help you stay in education.
- If you had free school meals in Year 11 it is likely that you will be entitled to this student bursary.

How much can you be paid?

Vulnerable Bursary

Students who are most in need could receive a bursary of up to £1,200 a year. This is called the Vulnerable Bursary

This group includes:

- Students who are in care.
- Students who are care leavers.
- Student 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
- Students 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

The school can pay a bursary to a vulnerable group student of more than £1,200 if they assess they need extra help to remain in education. Any payments over £1,200 must be paid from their discretionary bursary allocation or from their own funds. Equally, the school may decide that although a young person may be eligible for a bursary because they are in one or more of the defined vulnerable groups, they do not have any actual financial need and so do not need support from the scheme.

Discretionary Bursary

Students facing genuine financial difficulties, and who do not meet the criteria for a Vulnerable Bursary, may be awarded smaller, termly payments. This is called the **Discretionary Bursary**.

- These payments are called the 'discretionary bursary'.
- Students can be awarded up to **£100** per term from this fund. This includes a Free School Meal allowance that can be used to purchase a midday meal at a venue of the students' choice. The school reserves the right to award a higher or lower amount based on the individual financial need of the student
- The amount we can pay depends on the student's level of need, and on how many students in total are claiming.
- The school also decides the conditions that students have to meet to receive the bursary.
- The conditions will be linked to good behaviour, good attendance and other criteria.
- The discretionary bursary will be assessed against household income and benefits received. A list of evidence required is detailed in the application form and in the application procedures.
- Household income or benefits should not exceed £20,000 to be considered for the Discretionary Bursary.
- The Headteacher has the discretion to award discretionary payments where eligibility criteria is not met.

Eligibility for Bursaries

Eligibility for the £1,200 'In Need' Bursary

If you think you are eligible to receive this bursary, you need to make an application to the school. You will need to provide evidence to show that you meet at least one of the criteria listed above.

In addition, you must:

- Be under 19 years old on 31st August in this academic year. Students aged 19 or over are only eligible to receive a discretionary bursary if they are continuing on a study programme they began when aged 16 – 18 or have an Educational Health and Care Plan (EHCP)
- Be a full-time UK resident.
- Be following an eligible course (the school will confirm this for you).

Eligibility for the Discretionary Bursary

Students will be eligible to apply for the discretionary bursary if they meet the following criteria:

- You previously qualified for free school meals.
- You achieve a minimum of 95% attendance.
- You meet the terms of the 6th Form learning agreement- i.e- your behaviour, punctuality and uniform are all of a good standard.
- You are under 19 years old on 31st August in this academic year. Students aged 19 or over are only eligible to receive a discretionary bursary if they are continuing on a study programme they began when aged 16 – 18 or have an Educational Health and Care Plan (EHCP)
- You are a full-time UK resident.
- You are following an eligible course (the school will confirm this for you).

In exceptional circumstances, awards may be made to other students at the discretion of the Headteacher.

Payment of Bursaries

- The bursary will be paid on a termly basis
- The payment is triggered by the Head of Sixth Form monitoring your attendance and agreeing that you are complying with your learning agreement.
- If there is an immediate need (for example, you need to buy school books or clothes urgently), then you can apply for some of your bursary to be paid in advance.
- Any money that is paid to you early will be deducted from the payment made at the end of term.
- Bursaries will be paid by BACS.
- The payment can ONLY be made into a bank account under the student's name
- NO payments can be made in the name of parents/ guardians.

Application Procedure

Please complete the **bursary application form**, which is available from the Sixth form reception.

Original documentation is required as proof of eligibility. The following documentation will be accepted:

Please indicate which of the following benefits/income you/household are currently in receipt of. Please send evidence to support this income.		
Type of Income	Yes/No	Evidence required

A	Income Support		An award letter which is less than 3 month old on the date of application
B	Working Tax Credit / Child Tax Credit		Pages 1-4 of your most recent Tax Credit Award
C	Income-based Employment and Support Allowance (ESA)		An award letter which is less than 3 month old on the date of application
D	Other Benefits/Pensions (specify)		An award letter which is less than 3 month old on the date of application
E	Disability Living Allowance (DLA) or Personal Independence Payment		An award letter less than 3 months old on date of application

- Application forms should be returned to the Sixth Form Reception.
- We will try to let all applicants know if they have been awarded a bursary as soon as possible.
- Back dated bursaries are not allowed, so please apply as early as you can to receive as much as you may be entitled to.

Further information on the 16-19 Bursary can be obtained from:

Assistant Headteacher KS5
Sixth Form Receptionist

This policy will be reviewed annually following the guidance published by the Education and Skills Funding Agency (ESFA).

16 – 19 Bursary Application Form 2021-2022

Part 1: Student Details

Forename	
Middle Name/s	
Surname/Family Name	
Date of Birth	
Age on 31 August	
Home Address	
Postcode	
Telephone Home	
Mobile	
Email Address	

Part 2: Parental Contact Details

Title	
Forename	
Surname	
Relationship	
Address	
Postcode	
Telephone Home	
Mobile	
Email Address	

Part 3: Household Details

Please state who you live with and their relationship to you

Name	Relationship to you e.g. mother, father, brother, sister, partner etc.	Age if under 16

Part 4: Circumstances

If any of the following circumstances apply to you, please tick the appropriate box:

☐ You are 16-19, receiving Income Support, or Universal Credit because you are financially

supporting yourself or financially supporting yourself and someone who is dependent on you and living with you such as a child or partner

- ☐ You are looked after by the Local Authority
- ☐ You are a Care Leaver
- ☐ You are 16-19 and receive Income Support for any reason
- ☐ You are receiving Disability Living Allowance or Personal Independence Payments in your own right as well as Employment and Support Allowance or Universal Credit in their own right

Please indicate the help you require by ticking the appropriate boxes:

- ☐ Travel costs
- ☐ Essential course costs (books, trips, equipment, uniform materials etc.)
- ☐ Meal costs
- ☐ Other (please specify)

Please tick all boxes that apply to this application. Documentary evidence will be required to support the above requests.

If your request relates to the use of equipment or books, you will be required to sign an agreement confirming that the items will be returned to the College after use.

Part 5: Declaration of residency

I declare that I have been a resident of the UK for at least 3 years	
Signature of student	
Confirmed by Sixth Form Receptionist	

Part 6: Income Details (For Household)

Please indicate which of the following benefits/income you/household are currently in receipt of. Please send evidence to support this income.

Type of Income		Yes/No	Evidence required
A	Income Support		An award letter which is less than 3 month old on the date of application
B	Working Tax Credit / Child Tax Credit		Pages 1-4 of your most recent Tax Credit Award
C	Income-based Employment and Support Allowance (ESA)		An award letter which is less than 3 month old on the date of application
D	Other Benefits/Pensions (specify)		An award letter which is less than 3 month old on the date of application
E	Disability Living Allowance (DLA) or Personal		An award letter/statement less than 3 months old on date of application

	Independence Payment		
--	-------------------------	--	--

Applications where Household Income exceeds £20,000 per annum will not be considered for support under this scheme.

Part 7: Payment Details (BACS/cheque) Account must be in the sole name of the recipient

Name of Bank	
Account Holder's Name	
Account Number	
Sort Code	

Part 8: Authorisation by Assistant Head teacher or Head of Sixth Form

<input type="checkbox"/> Attendance <input type="checkbox"/> Achievement	
Comment	
Signature	
Date	

Part 9: Declaration

I certify that the information given above is correct and understand that the St Aloysius' College has the right to reclaim any funds and equipment costs, if I am found to have provided incorrect information or do not complete my course.	
Signature of parent	
Signature of student	
Date	

Part 10: Statement/Behaviour standard

The continuance of Bursary payments will be subject to the following criteria;

- Attendance – Students must attend all lessons and achieve a minimum of 95% attendance record, unless absent due to illness. Absence note required.
- Good behaviour - There must be no serious behaviour entries or recurring behaviour issues.
- Attitude – Students must be polite at all times and demonstrate a willingness to learn.
- Attainment - Students must complete all work set in class by the deadlines given.
- A willingness to contribute fully to school life.

I accept the above terms.

Signature of student:

Date:

Remember:

Your application will not be assessed unless you give your full details and include documentary evidence of household income. If you do not have the specified evidence please contact Ms Pabila in the first instance to discuss possible alternative evidence options. You can also attach a letter outlining any special circumstances that may apply in your case.

Please return this form to: The Sixth Form Reception.

If you need any additional information, help completing the application form or further support, please contact Ms Pabila or Ms Manning, in confidence.

Information provided on this form will be used for the purpose of processing your bursary application.

Information will be processed in line with the school's GDPR Policy and Privacy Notices, which are available to view on the school website:

www.sta.islington.sch.uk

(Signed)_____ (Dated)_____
Headteacher

(Signed)_____ (Dated)_____
Chair of Governing Body

(Signed)_____ (Dated)_____
Chair of Finance Committee of the Governing Body