



St Peter's  
Catholic School



*Faith is our Foundation*

# *16-19 Bursary Fund Policy 2023-24*

## Details

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Approved by & date: GB Focus Meeting 19.03.2024.  
Last reviewed: September 2023.  
Next review due: September 2024



## Aims and intent

In line with Catholic Social Teaching, St Peter's Sixth Form is an academic, but inclusive, post sixteen provider. The governors and staff at St Peter's want all pupils to succeed academically, pastorally, and spiritually and will endeavour to remove any barriers that stand in the way of such aspiration. As St Paul said in his letter to the Philippians, "In humility, count others more significant than yourselves. Let each of you look not only to his own interests, but also to the interests of others." (Philippians, 2: 3-4). This statement sets out the arrangements and the process for how St Peter's School will administer and allocate the 16-19 Bursary Fund in 2023-24.

## Funding source

St Peter's School receives an annual allocation of 16-19 Bursary Funds from the Education & Skills Funding Agency (ESFA) to assist young people who face the greatest barriers to continuing in education or training post 16. The Bursary Fund is a finite amount of money and will be distributed according to need in the fairest way possible. The value of any Discretionary Awards will depend on the total demand on the Fund. A portion of the Fund will be retained for contingency i.e., claims later in the year. St Peter's also retains the right to use up to 5% of the total discretionary fund to cover administration costs.

This policy is based on the DfE guidance '16-19 bursary fund guide 2023-24' including the extension for Emergency meal support.

<https://www.gov.uk/government/publications/16-to-19-bursary-fund-guide-2023-to-2024-academic-year/16-to-19-bursary-fund-guide-2023-to-2024-academic-year>

## Bursary categories

There are two types of bursaries:

1. A vulnerable bursary of up to £1,200 a year for young people in one of the defined vulnerable groups  
And
2. A discretionary bursary which is awarded to meet individual needs, for example, help with the cost of transport, books, and education equipment. Applications awarded on an annual basis.

## Eligibility

- Applicants must be aged over 16 and under 19 on 31 August in the academic year in which they start their course.
- They must be enrolled on full time qualifications accredited by Ofqual up to and including Level 3.
- The applicants' financial needs must be assessed in addition to their eligibility.
- They must meet the residency criteria in the ESFA 2023 to 2024 academic year funding regulations for post-16 provision.

## Duration

Once the bursary is awarded, it will last one academic year. If a pupil attends St Peter's Sixth Form, he/she will have to re-apply in Year 13.

## Bursary for pupils who are vulnerable.

Applicants may be able to get a bursary if at least one of the following applies:

- Applicants are in or recently left local authority care.
- Applicants receive Income Support or Universal Credit because they are financially supporting themselves.
- Applicants can receive Disability Living Allowance (DLA) in your name and either Employment and Support Allowance (ESA) or Universal Credit.
- Applicants receive Personal Independence Payment (PIP) in your name and either ESA or Universal Credit.

It will be necessary for applicants to provide supporting documentation to substantiate this. This should be handed directly to the Finance Office and will be treated with the strictest confidence. The bursary is £1,200 per year.

## Discretionary bursary

Pupils who are experiencing financial barriers, but do not satisfy the criteria on the previous page may apply for a discretionary bursary. In the application, it is advised that applicants state the aspect they require support with. Items that can be claimed for can be seen below. Applicants should also supply costs and if possible weblinks to the items. The fund from which Discretionary Bursary Awards can be made is a finite amount and the school retains the right to hold a proportion back in order to respond to exceptional or circumstantial in year changes. St Peter's School are free to determine the scale of discretionary awards and the frequency of payments.

Bandings for the discretionary award

In the application for the discretionary bursary, applicants should state which band they fall into

(There are no banding criteria for Household Income in

- Band 1: less than £16,190
- Band 2: £16,190 to £20,000
- Band 3: £20,001 to £24,000
- Band 4: 24,0001 to £27,000

## Supporting documentation

Supporting evidence needs to include the 3 most recent monthly award statements for the household.

Examples of acceptable supporting evidence for the Discretionary Bursary are:

- A full T602E Tax Credit Award Notice (TCAN) for all the adults in the young person's household. This document from HM Revenue & Customs details entitlement to Tax Credits and shows the total income for the year.
- Other Income Support or Universal Credit award letters that show evidence of income.
- P60 End of Year Certificate for all adults in the young person's household who contribute to household costs. This certificate is a statement of earnings from an employer. It must be for the correct adult(s) and for the most recent Tax year end. The income will be shown as Total for the Year.
- Payslips from the previous 3 months for all adults in the young person's household.
- Self-Assessment Tax Calculation (SA302). This is the equivalent of the P60 for self-employed people. It must be for the correct adult(s) and for the most recent Tax Year end. The income will be shown as Total for the Year.
- Evidence of other benefits, pension awards etc.

- Confirmation from the Local Authority of entitlement to Free School Meals (FSM).

## **Fraudulent Claims**

The bursary is public funds and St Peter's will be vigilant about the possibility of fraudulent claims. Detailed financial and personal information will be requested to prove eligibility so funds can be distributed fairly. If a claim is considered fraudulent during spot checks or auditing processes, it will be requested that the money awarded is repaid in full. If a pupil fails to repay the award, court action may be taken.

## **Items that can be claimed for**

- Clothing for Sixth Form
- Transport to and from School
- Travel costs to and from university/college/apprenticeship open days or visits
- UCAS fees
- Stationery
- Lunch
- Exercise books
- Subscriptions for academic resources
- Extra-curricular trips
- IT equipment

## **Items that cannot be claimed for**

- Mobile phones
- Multi-media apps (Apple TV, Netflix, Disney. Prime etc)

## **Stipulations**

The aims of the bursary to allow all pupils to be ambitious and aspirational. If pupils do not fulfil the following stipulations, any funding will be stopped.

- Attendance – if a pupil's attendance drops below 85%
- Punctuality – if a pupil is late 5 times in a calendar month.
- Attitude – if a pupil receives more than 15 points on their conduct card.
- Leaving St Peter's – pupil may be required to repay the bursary if they withdraw from the course.

## **Application process**

All applications for St Peter's School 16-19 Bursary Fund must be completed using the school application form in Appendix 1.

Pupils who are applying for the Vulnerable Bursary must be able to provide evidence that demonstrates they meet the eligibility criteria set out above to receive an award of up to £1200 per year.

If pupils are applying for a Discretionary Bursary, they must be able to provide evidence that demonstrates their parents/carers are in receipt of a means-tested benefit and/or that they are in financial hardship. This should be evidenced by the 3 most recent monthly award statements. School will then use discretion to make awards to pupils in ways that best fit their needs and circumstances.

Applicants will be notified within ten school days.

## **Records and Data Protection**

Records are held in confidence. Staff involved in administering the 16-19 Bursary will comply with St Peter's School's policy on the storage and transfer of information supplied during application and payment of funds.

## **Unspent Funds**

St Peter's School comply with the recovery of unspent funding and it's reporting to the ESFA. Discretionary bursary funding cannot be carried forward for more than 1 year.

## Stage 1 – financial assessment

You will receive one of the two emails below.

Dear <Name> and <Name>

St Peter's Catholic School acknowledges your application for the 16-19 bursary. Thank you for taking the time to complete the application. Thank you also for submitting the documents. These will be treated as confidential. You will now proceed to stage 2, where The Head of Sixth Form and Business Manager will review the basis of your application.

OR

Dear <Name> and <Name>

St Peter's Catholic School acknowledges your application for the 16-19 bursary. However, your application cannot proceed until all the necessary documentation has been provided. Please bring the documentation stipulated on page 2 of this document to the finance office by the sixth form common room.

## Stage 2 – basis and validity of application

You will receive one of the two emails below.

Dear <Name> and <Name>

St Peter's Catholic School is pleased to confirm that your application for the 16-19 bursary has passed stage 2. The Head of Sixth Form and Business Manager have reviewed the basis of your application and what you need the bursary for. We are pleased to confirm your application has been successful. Please contact St. Peter's Finance office for more detail.

OR

Dear <Name> and <Name>

We regret to inform you that your application has not proceeded beyond stage 2. Your application was reviewed by Head of Sixth Form and Business Manager but was rejected on the following grounds:

State reason:

## Stage 3 – appeals and/or complaints

If you are unhappy or disagree with this decision, you have the right to question with decision, by putting your concerns in writing to Mr Shelton, Headteacher. Mr Shelton, along with the Deputy Headteacher will review your application and make one of two decisions:

Uphold the decision made at stage 2.

Reconsider and accept your application based on the grounds and information you have stated.

## Appendix 1, 16-19 Bursary Application Form

Please complete all details in full as your application cannot be considered without all the information requested. If you need further information or help completing the application, please contact the Head of Sixth Form or the Business Manager.

### Section 1: Pupil's Personal Details

Full Name	
Date of Birth	
Address Including Post Code	
Mobile Phone Number	
Email Address	

### Section 2: Eligibility for a 16-19 bursary, complete either Section 2a or 2b

#### Section 2a: Vulnerable Bursary

You may be entitled to receive a bursary of up to £1,200 per year if you are in any of the categories described below. Please tick any that apply and submit relevant evidence which is listed to the Head of Sixth Form and/or the Business Manager.

- I am a young person who is looked after in local authority care and attach a confirmation letter from the Local Authority
- I am a young care leaver and attach a confirmation letter from the Local Authority
- I, the pupil receives income support or universal credit in my own right and attach my most recent letter from the Department for Work and Pensions (DWP) regarding receipt of this benefit.
- I, the pupil, receive Employment and Support Allowance AND Disability Living Allowance or Personal Independence Payments in my own right and attach confirmation by the DWP of Receipt of BOTH allowances.

If you have ticked any of the categories above, you do not need to fill in Section 3 of this form. Please continue to Section 4 (Bank Details) and Section 5 (Declaration).

## Section 2b: Discretionary Bursary

St Peter's will assess your eligibility for the Discretionary 16-19 Bursary in line with our policies, available funding, and your financial need. Please complete the following section as fully as you can and ask for help if you need it. Your need will be assessed on the information you provide and there is no guarantee that you will be eligible for a Bursary or a guarantee of the level of funding you may receive.

Please tick one:

- I am eligible for Free School Meals. The date of notification of eligibility was: \_\_\_\_\_
- I am not eligible for Free School Meals

Do you, or your parents that you live with, receive any means-tested state benefits? Means-tested state benefits include – Income support, Income-based Job Seeker's Allowance or Employment and Support Allowance, Support under Part VI of the Immigration and Asylum Act 1999, The guaranteed element of State Pension Credit, Child Tax Credit (not Child Benefit), Universal Credit etc. Please ask if you are not sure.

- Yes
- No

If you answered YES, please provide evidence of the means-tested benefits such as 3 most recent monthly income award statements for the household, written confirmation/benefit entitlement letter from the relevant Agency, e.g. a letter from the Local Authority confirming your eligibility for Free School Meals or a letter from the Department of Work and Pension confirming your eligibility for Income Support. Please provide original documents which will be returned to you. Receipt of a means-tested benefit alone does not guarantee a Discretionary Bursary for your studies.

If you answered NO, please provide further information explaining why you need financial support.

### Section 3: Supplementary Details

<b>Transport Costs</b> (Please provide details of on-going costs of travel passes etc)

<b>Equipment &amp; Study Support</b> (Please provide details of level of support required and whether the request is a one-off or continuing nature)

<b>Other Costs</b> (Please provide all information including support documentation of all relevant costs)

### Section 4: Bank Account Details for the Pupil

Payments must be made into the Pupil's bank account.

Name of Account Holder	
Name of Bank and Branch	
Sort Code	
Account Number	
I confirm these details are true and accurate.	
Signed by Pupil	
Date	

## Section 5: Declaration

I confirm that I have read the 16-19 Bursary Fund Statement and will meet the Attitude to Learning standards set by the school. I confirm the information given on the form is complete and accurate at the time of application and that I will inform St. Peter's School immediately of any changed in circumstances. I understand that any attempt to dishonestly obtain a Bursary shall be treated as fraud and will be subject to disciplinary procedures.

The person applying for the Bursary is expected to sign the declaration in all cases.

To be signed by Pupil:

Signature of Pupil	
Name of Pupil	
Date	

- I satisfy the residency criteria set out in the Education and Skills Funding Agency Funding Guidance for young people 2023 to 2024. Evidence to be attached – Birth certificate OR Valid Passport/Right to remain if applicable.

If you have included evidence that your parent/carer is in receipt of a means-tested benefit they must also sign the declaration.

To be signed by Parent/Carer

Signature of Parent/Carer	
Print Name	
Date	

*Before sending in your application form, please check to make sure you have completed all the sections relevant to your circumstances and that you have enclosed originals of relevant evidence to support your claim. If you have not, your application will be returned to you and there will be a delay in any protentional Bursary payments made. This form should only be used by pupils who are eligible for the 16-19 Bursary. Funds will be allocated according to the total budget available (there is a finite amount available) and it is possible that claims will only be partially reimbursed or not all.*

Office Use Only	
Date application Received	
Date application Reviewed	
Approved By	
Bursary Granted	<input type="checkbox"/> Vulnerable <input type="checkbox"/> Discretionary
Amount Granted	