16 – 19 Bursary Fund
Policy and Procedures
2016-2017
The following document sets out the policy and procedures for the management and administration of the 16 – 19 Bursary Fund for students at Christ the King College and has been compiled in accordance with “16-19 Bursary Fund Guide for 2016/17” provided by the Education Funding Agency.

The document sets out the criteria for eligibility to access the fund and the process for the administration of the fund.

All students will also be provided with a copy of the guidance document “The 16-19 Bursary Fund: your questions answered” provided by the Education Funding Agency.

1. **What is the 16-19 Bursary Fund?**

The 16-19 Bursary Fund is a funding scheme provided by the Government to help young people who need financial support to enable them to stay on in further education or training.

The fund is aimed to be used to help students who are eligible with any education related costs, such as transport, resources, clothing, equipment, and educational visits.

The Bursary Fund scheme is made up of two parts:

- **Vulnerable Bursaries**, for the most vulnerable students meeting the eligibility criteria set by the EFA. The Value of guaranteed bursaries is up to £1,200 a year.
- **Discretionary Bursaries**, for other groups of students meeting certain eligibility criteria set by the College and depending on funds available. The value of discretionary bursaries is determined by the College.

Receipt of either type of bursaries will be conditional on the student meeting agreed standards and conditions set by the College in accordance with the EFA Guidance for 16 – 19 Bursary Funds.

Students who wish to access either type of bursaries must follow the procedures set out in this document and submit a completed application form, together with the required evidence documentation to the College Administration Manager.

2. **Eligibility and Payment Procedures**

To be eligible for either type of bursaries, students must be aged between 16 and 19 on 31st August in the academic year in which they start their programme of study; they must satisfy the residency criteria in the EFA Funding Guidance for 2016/17 and must be participating in provision that is subject to inspection by a public body that assures quality (eg Ofsted) and must be:

- funded by the EFA, or
- funded or co-financed by the European Social Fund, or
- otherwise publicly funded and lead to a qualification (up to level 3) that is accredited by Ofqual or is pursuant to Section 98 of the Learning and Skills Act 2000.

2.1. **Vulnerable Bursaries**

The vulnerable bursaries have a value of up to £1,200 a year and are available for students who:

- are in local authority care or have recently left local authority care; or
- receive Income Support or Universal Credit in their own name; or
- are disabled and receive both Employment Support Allowance/Universal Credit and Disability Living Allowance in their own name.
To access the guaranteed bursaries, students must complete the application form provided in this document alongside with the evidence required to ascertain that they meet the eligibility criteria for the most vulnerable group of students as set out above.

Payment of the guaranteed bursaries will also be dependent on the student meeting the standards and conditions set by the College as outlined in section 3. of this document.

Subject to the standards and conditions being met, payment will be made in six half-termly instalments and will be paid directly to the student by direct bank payment.

### 2.2. Discretionary Bursaries

Subject to sufficient funds being available, the College will pay discretionary bursaries to students who meet one of the following criteria. Evidence will also be required as follows:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Evidence Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Were eligible for free school meals in the previous academic year</td>
<td>A letter of confirmation from either the Local Authority or school</td>
</tr>
<tr>
<td>You, or your parent(s)/carer(s), are currently in receipt of one of the following benefits:</td>
<td>A letter confirming your benefits from one of the following:</td>
</tr>
<tr>
<td>- income support</td>
<td>- Job Centre Plus</td>
</tr>
<tr>
<td>- income based job seekers allowance</td>
<td>- Department for Work and Pensions</td>
</tr>
<tr>
<td>- child/working tax credit with a gross annual household income of less than £21,000</td>
<td>- your Local Authority</td>
</tr>
<tr>
<td>- employment and support allowance</td>
<td>Any letter provided should be dated within the past 3 months.</td>
</tr>
<tr>
<td>- guaranteed element of the state pension credit</td>
<td>If your letter is older than 3 months then you will also need to provide a recent bank statement showing a payment going into your account within the last 3 months.</td>
</tr>
<tr>
<td>- housing benefit</td>
<td></td>
</tr>
<tr>
<td>- council tax benefit</td>
<td></td>
</tr>
<tr>
<td>- universal credit</td>
<td></td>
</tr>
<tr>
<td>You or your parent(s)/carer(s) are not in receipt of a benefit listed above but are employed or self-employed with a gross annual household income of less than £21,000.</td>
<td>We will require one of the following for each parent/carer:</td>
</tr>
<tr>
<td>You are a young parent</td>
<td>- The most recent 2 months’ pay slips</td>
</tr>
<tr>
<td>You are a young carer</td>
<td>- P60 for the last tax year</td>
</tr>
<tr>
<td>A parent or carer has experienced a redundancy within the last 12 months</td>
<td>- Evidence of self-employed income e.g. tax return or letter from accountant</td>
</tr>
<tr>
<td>Other exceptional circumstances which have affected the household’s finances in the last 12 months, for example a significant illness/medical issue</td>
<td>A letter explaining your personal circumstances. Further evidence will be requested if necessary</td>
</tr>
</tbody>
</table>
The value for the discretionary bursaries are:

<table>
<thead>
<tr>
<th>Level 1</th>
<th>Level 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to £800 a year</td>
<td>Up to £500 a year</td>
</tr>
<tr>
<td>For students who have a gross annual household income of below £16,190</td>
<td>For students who have a gross annual household income between £16,190 - £21,000 or students who are facing exceptional circumstances</td>
</tr>
</tbody>
</table>

As funds are limited, the College will target support to students with the greatest needs. An emergency fund of 10% of the total allocation will be retained in order to assist further students who may face exceptional circumstances during the academic year. The College’s 16-19 Bursary Fund Panel will assess and make decisions for all applications for discretionary bursaries; the panel will meet once every half term to consider applications. Decisions will be communicated to applicants in writing. Any new applications will need to be received in the first week after half term for them to be considered at the panel meeting in the second week of the half term.

Payment of the discretionary bursaries will also be dependent on the student meeting the standards and conditions set by the College as outlined in section 3. of this document.

Subject to the standards and conditions being met, payment will be made in six half-termly instalments and will be issued as either an Amazon voucher, payment onto the students' cashless catering account for food and drink within College or a contribution towards a College trip. BACS payments will only be made in exchange for receipts that show educational expenditure, for example, termly bus passes, books, University visits etc. Please see Miss Long, Administration Manager, for further details or clarification.

### 3. Standards and Conditions

In order to receive either type of bursaries, the student must meet agreed standards and conditions as set out below.

#### 3.1. Attendance

Payments for the vulnerable and the discretionary bursaries will be made on the following attendance criteria:
- at least 90% lesson attendance,
- no unauthorised absence,
- minimal lateness

Any unauthorised absences will stop bursary payments. The College may authorise an absence if it is considered acceptable. Students must sign in at the Reception desk in the Sixth Form Centre for study periods and must inform the Sixth Form Administration Officer if they have any concerns about missing marks.

#### 3.2. Standards and Achievement

All students are expected to work to their ability and to demonstrate commitment to their chosen courses through completion of work and engagement in class activities. The College will monitor students’ performance, completion of homework and coursework regularly. If effort is being shown, or a positive attitude is being demonstrated then this will be taken into consideration when making judgment on a student’s entitlement to the payment of the bursaries. However, there is a definite
expectation that students complete their chosen course and sit the appropriate exams at the end of the course. Any cases where exceptional circumstances may have impacted on the student’s performance and achievement will be considered.

If a student does not meet the requirements set out in 3.1. and 3.2. of this document, the College may discontinue payment of the bursaries. The College’s Bursary Fund Panel will assess and review all bursary payments not less than half-termly, but as frequently as the College considers appropriate.

4. Appeals Process

Students may appeal against an unsuccessful bursary application or stopped payments. All appeals should be made in writing and submitted to the Administration Manager. If the matter is not resolved satisfactorily then this will be forwarded to the College Principal for further consideration.

5. Fraudulent Claims

By signing the application form for either type of the bursaries, students and parents are confirming that the information provided is true and accurate. Students should notify the College immediately if their financial circumstances have changed which may impact on their eligibility to receive the bursaries. Where an application is found to have been made, or payment being claimed, on the basis of false information, payment of the bursaries will be discontinued. The College may also seek to recover any payments already made.

6. Policy Review

The Governing Body intend to review and update the 16-19 Bursary Fund Policy and Procedures on an annual basis, depending on Government policy changes and any local agreements which may impact on this policy.

Appendix – Application form

Date: 14th September 2016

Signed (Chair of Governors’):
# 16 – 19 Bursary Fund Application

This form is to be used by students applying for the Vulnerable or the Discretionary Bursaries at Christ the King College. The form must be completed truthfully and accurately and should be submitted to Miss Long, the Administration Manager. You must notify the College immediately if any of the information provided on this form changes.

## DATA PROTECTION

The data controller is Christ the King College. The data you provide to us will be used to assess and facilitate your entitlement to support from the 16-19 Bursary Fund at Christ the King College. In fulfilling data protection obligations, we will treat all personal data, held manually and on a computerised database with due care, and will only disclose data in accordance with the Data Protection Act 1998.

## Section A – Personal Details

<table>
<thead>
<tr>
<th>Surname</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td></td>
</tr>
<tr>
<td>Date of Birth</td>
<td></td>
</tr>
<tr>
<td>Present Home Address (if you change your address you must notify the College immediately)</td>
<td></td>
</tr>
<tr>
<td>Telephone Number</td>
<td></td>
</tr>
<tr>
<td>Email Address</td>
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</tr>
</tbody>
</table>

## Section B – Course Details

<table>
<thead>
<tr>
<th>Course Name and Description</th>
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<tbody>
<tr>
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</tbody>
</table>

| Which Year Group will you be in: | 12 | 13 |
Section C – Student’s Circumstances

Who do you currently live with? Please tick all that apply:

<table>
<thead>
<tr>
<th>Mother</th>
<th>Father</th>
<th>Parent’s Spouse/Partner</th>
<th>Grandparents</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Foster Parents</td>
<td>On my own</td>
<td>My Spouse/Partner</td>
<td>In Care/Looked After</td>
</tr>
<tr>
<td>Other, please explain</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Section D – Bursary Fund

Please tick the relevant box

- I am applying for the Vulnerable Bursary of up to £1,200 a year
- I am applying for the Discretionary Bursary

If you are applying for the Vulnerable Bursary, please tick below the eligibility criteria that apply to you:

- I am living in care  
(Please provide a letter from your Social Worker to support your application)
- I have just left living in care  
(Please provide a letter from your Social Worker to support your application)
- I am in receipt of Income Support or Universal Credit  
(Please provide appropriate evidence, e.g. benefits book, bank statements)
- I am disabled and in receipt of both Employment Support/Universal Credit and Disability Living Allowance  
(Please provide appropriate evidence, e.g. benefits book, bank statements)

If you are applying for the Discretionary Bursary, please tick all that apply below:

- My family is in receipt of one of the eligible benefits listed in the policy or earns less than £21,000 per year.  
(Please provide evidence as stated in section 2.2)
- I was eligible for Free School Meals when at the end of the previous academic year  
(Please provide the Local Authority’s confirmation for FSM entitlement)
- I am a Young Carer  
(Please provide a letter from Young Carers to confirm this)
- I am a Young Parent  
(Please provide child’s birth certificate to confirm this)
- Other exceptional circumstances, please specify:
**Section E – Support Required**

I am applying for the 16-19 Bursary Fund because I need help with the following:

<table>
<thead>
<tr>
<th>Books</th>
<th>Equipment</th>
<th>Travel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fees</td>
<td>Trips/Visits</td>
<td>Other</td>
</tr>
</tbody>
</table>

I am aware that I will need to provide receipts for any of the above and show how any vouchers provided have been used.

Please provide details of what you need support for and the likely costs:

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**Section F – Declaration by Parent or Guardian**

It is important that you read the following statement carefully. We will not consider this application unless it is signed and dated by the family members whose income details have been declared above.

- The information I/we have given on this form is accurate and true
- I/we will inform the College immediately of any change in my/our personal circumstances as they occur
- I/we understand that if I/we provide false information, I/we will have to repay any money given to the applicant to help with their study

(Parent 1)
Signed:………………………………………………………… Date:………………….
Print name:……………………………………………………..

(Parent 2)
Signed:………………………………………………………… Date:………………….
Print name:……………………………………………………..

**Section G – Declaration by Student**

It is important that you read the following statement carefully. We will not consider this application unless it is signed and dated by you.

- The information I have given on this form is accurate and true
- I will inform the College immediately of any change in my own or my family’s personal circumstances as they occur
- I understand that if I provide false or incomplete information, I will have to repay any money given to me to help with my study

Signed:………………………………………………………… Date:………………….
Print name:……………………………………………………..