16 – 19 Bursary Fund

2018-2019
This document sets out the 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: 2018 to 19 academic year” provided by the Education and Skills Funding Agency (ESFA).

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

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

The 16-19 Bursary Fund is a funding scheme provided by the Government to help students to overcome specific barriers to participation so they can remain in education.

The fund is aimed to be used to help students who are eligible with any education related costs, such as transport, meals, books or equipment.

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 bursary will be conditional on the student meeting agreed standards and conditions set by the College in accordance with the ESFA 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 bursary in the 2018-19 academic year, students must be aged over 16 but under 19 at 31st August 2018; they must satisfy the residency criteria in the ESFA Funding Guidance for 2018/19 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 ESFA, 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.
- A 16-19 traineeship programme

Accompanied asylum seeking children are not eligible for either bursary.

2.1. **Vulnerable Bursaries**

The vulnerable bursaries have a value of up to £1,200 a year and are available for students who have a financial need and meet the criteria for one of the below vulnerable groups:
- In care
- Care leavers
- 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.
- 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.
To access a vulnerable bursary, 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. This could be in the form of a letter or email from the Local Authority for a student who is ‘in care’ or who is a ‘care leaver’ or a benefit award notice for Income Support, Universal Credit, DLA or PIP.

Payment of the vulnerable bursary 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 have a clear financial need and meet one of the following criteria. Evidence will also be required as follows:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Evidence Required</th>
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<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 with an annual household income of less than £21,000:</td>
<td>A letter confirming your benefits from one of the following: Job Centre Plus, Department for Work and Pensions, your Local Authority</td>
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<tr>
<td>- income support</td>
<td>Any letter provided should be dated within the past 3 months. 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>
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<tr>
<td>- universal credit</td>
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<tr>
<td>- income based job seekers allowance</td>
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<tr>
<td>- child/working tax credit</td>
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<tr>
<td>- employment and support allowance</td>
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<td>- guaranteed element of the state pension credit</td>
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<td>- housing benefit</td>
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<td>- council tax benefit</td>
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<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: The most recent 2 months’ pay slips, P60 for the last tax year, Evidence of self-employed income e.g. tax return or letter from accountant</td>
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<tr>
<td>You are a young parent</td>
<td>Birth certificate or child benefit book</td>
</tr>
<tr>
<td>You are a young carer</td>
<td>Letter from either the Local Authority, local carers organisation or a GP</td>
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<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>
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</tbody>
</table>
The value of the discretionary bursary awarded will be decided by the College based on the financial need of the individual student and the level of funds available. Therefore, it is important that you provide as much information about your financial needs on the application form as possible.

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 new applications and further support requests. Decisions will be communicated to applicants in writing. Any new applications/requests 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.

Continued 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. This will be monitored on a half termly basis.

The Bursary Fund Panel will write to student applicants following their meeting to confirm the support that the College is able to offer for the academic year. If additional financial needs arise during the year, students should submit a request for further support to the next meeting of the Bursary Fund Panel.

3. Standards and Conditions
In order to receive either type of bursary, 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 Business 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 a bursary. Where an application is found to have been made, or payment being claimed, on the basis of false information, payment of the bursary will be discontinued. The College may also seek to recover any payments already made.
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 General Data Protection Regulations.

Section A – Personal Details

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

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<th>Course Name and Description</th>
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<th>Which Year Group will you be in:</th>
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<tr>
<td>12</td>
</tr>
<tr>
<td>13</td>
</tr>
</tbody>
</table>
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>Foster Parents</td>
<td>On my own</td>
<td>My Spouse/Partner</td>
<td>In Care/Looked After</td>
</tr>
</tbody>
</table>

Other, please explain

Section D – Bursary Fund

Please tick the relevant box

- I am applying for the Vulnerable Bursary
- 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 the Local Authority e.g. your Social Worker, to support your application*)
- I have left living in care
  (*Please provide a letter from the Local Authority e.g. your Social Worker, to support your application*)
- I am in receipt of Income Support or Universal Credit
  (*Please provide appropriate evidence, e.g. benefits award letter, bank statements*)
- I am disabled and in receipt of both Employment Support/Universal Credit and Disability Living Allowance or Personal Independence Payments
  (*Please provide appropriate evidence, e.g. benefits award letter, 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 and 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:

☐ Travel e.g. bus pass for home-College travel (please state approx. distance from Home to College)

☐ Books / Course equipment (please list items and approximate costs)

☐ College Trips / Visits (linked to courses being studied) (please provide details)

☐ University visits / Open Days (please provide details)

☐ Formal Dress Code for Sixth Form

☐ School Meals (if not eligible for Free School Meals)

Other: Please provide details of any other financial needs with approximate costs:
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:……………………………………………………..