

# Trinity School

## 16-19 Bursary Fund Policy 2017-18

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

This fund is made available from the government through its funding body, the Education Funding Agency (EFA), to provide assistance to students whose access to and participation in education is inhibited by financial constraints or barriers. There are two types of bursaries available – a vulnerable bursary and a discretionary bursary (detailed below).

### 2. Who is eligible to apply for 16-19 Bursary Funding?

Students following government funded full time courses who are 16 years and over and under 19 years of age on 31 August 2017 and satisfy one or more of the following criteria:

- Face financial barriers to participation and need help to stay in education.
- Are in care or have recently left local authority care
- Are in receipt of Income Support or Universal Credit in place of Income Support in their own name.
- Are in receipt of Employment & Support Allowance or Universal Credit and Disability Living Allowance/ Personal Independence Payments in their own name.

### 3. How does Trinity School assess applications and allocate 16-19 Bursary Funding?

The 16-19 Bursary Fund is a limited fund and the school will prioritise allocation according to household income. There will be three priority groups, categorised as high, medium and low. Providing the required documentary evidence is submitted, students in the high priority group will receive a vulnerable bursary, and students in the medium and low priority groups will receive a discretionary bursary.

#### a. High priority group (Vulnerable student bursary)

Students aged at least 16 and under 19 on 31 August 2017 and who fall into one of the following categories (vulnerable groups as defined by the EFA):

- Are in care or have recently left local authority care
- Are receiving Income Support or Universal Credit in place of Income Support in their own name
- Are receiving Employment & Support Allowance or Universal Credit and Disability Living Allowance/ Personal Independence Payments in their own name?

Eligible students will be guaranteed a £1,200 bursary. We intend to pay qualifying students £20 per school week with the remaining funds retained to support the cost of essential course equipment, trips, materials etc.

#### b. Medium priority group (Discretionary bursary)

Students aged at least 16 and under 19 on 31 August 2017 and who fall into one/both of the following categories:

- Have a gross annual household income of below £20,000
- Were identified as eligible for free school meals in Year 11 or Year 12

Students in this group may be eligible for a contribution towards the cost of transport, essential course equipment and materials, trips, the cost of attending university open days and interviews, exam re-sit fees, etc. This may be in the form of payments of £20 per school week (paid monthly in arrears) and a possible bursary of up to £150 (a Learner Support Expense Award), dependent upon meeting agreed attendance and behaviour criteria (see 'Attendance and Conduct Policy for 16-19 Bursary Fund'). This will be subject to availability of funds.

### **c. Low priority group (Discretionary bursary)**

Students aged at least 16 and under 19 on 31 August 2017 who have a gross annual household income of between £20,000 and £30,000. Those in the low priority group will be considered for funding, subject to availability, after those in the high and medium priority groups have been awarded. In some cases awards may not be made until after 31 December 2017.

Students in this group may receive a contribution towards the cost of transport, essential course equipment and materials, trips, the cost of attending university open days and interviews, exam re-sit fees, etc.

This may be in the form of payments of £10 per school week and a possible bursary of up to £150 (a Learner Support Expense Award), dependent upon meeting agreed attendance and behaviour criteria (see 'Attendance and Conduct Policy for 16-19 Bursary Fund').

## **4. How to Apply**

- Information about how to apply for the 16-19 Bursary will be placed on the school's website and is also available from the Sixth Form Office.
- Applications must be made on the '16-19 Bursary Fund Application Form' available to download from the school's website [www.trinity.cumbria.sch.uk/sixth-form/](http://www.trinity.cumbria.sch.uk/sixth-form/) or from the Sixth Form Office.
- Applications should be made to Mrs Little (Sixth Form Office) at the start of the autumn term and by Friday 15 September 2017. Emergency applications may be submitted at any point.
- Students who apply for the £1,200 bursary will need to provide documentary evidence to show that they fall into one of the nominated vulnerable groups.
- Other applications must be supported by relevant documentary evidence, as detailed on the application form.
- Student's bank account details must be included so that payments can be made directly to their account.
- All applicants will be advised of the outcome by letter.

## **5. Additional Information**

- Payments will be made in arrears and only on the basis of full attendance, punctuality and meeting expectations for behaviour and completion of work (see 'Attendance and Conduct Policy for 16-19 Bursary Fund' for further information). Receipts for items (equipment, materials, transport, etc.) will also be required.
- Emergency payments of small sums may be available for any student in need at times of crisis, e.g. homelessness.
- Students who apply for funding from the 16-19 Bursary Fund must reapply each year as funding does not automatically continue into the new school year.

## **6. The Appeals Process**

### **a. Appeals against non-qualification for support**

If a student's application has not been processed to their satisfaction, they can appeal in writing to Mrs Hawkin, Deputy Headteacher. The decision will be communicated in writing to the student.

If the appeal is rejected the student can send a copy of their letter to Mrs Johnston, Co-Headteacher, whose decision is final.

## **b. Appeals against non-payment**

If a student is not satisfied with the decision to withhold or defer payment they should take the following steps:

- Speak to Mrs Little in the Sixth Form Office in the first instance.
- Speak to Mr Winter, Assistant Head (Sixth Form) to explain why the payment should be made.
- If the appeal is still rejected, the student needs to put their case in writing, again to Mr Winter. The case will be considered by Mrs Hawkin Deputy Headteacher and Mr Winter who will report their decision to the student in writing within five days of receiving the appeal.
- If this appeal is rejected, the student should send a copy of their letter to Mrs Johnston, Co-Headteacher, who will make a decision. Her decision is final.