

ST CUTHBERT MAYNE SCHOOL
Joint Catholic and Church of England 11-18 Comprehensive School
Dioceses of Plymouth and Exeter

Specialising in Mathematics & Computing and Science



St Cuthbert Mayne School
16-19 BURSARY POLICY

Adopted/Approved by Governors: October 2011

Reviewed by Resources Committee: November 2017

USE OF 16-19 BURSARY POLICY AT ST. CUTHBERT MAYNE SCHOOL

- 1.1 Our vision of joint Catholic and Anglican education calls us to acknowledge that the Body of Christ is in the school community. We believe that God is incarnate (present) in the 'day to day' life of our school. Our understanding of Christian spirituality is therefore as much about dealing with each other as it is about meeting God.
- 1.2 We believe that each member of our community has a divine origin and an eternal destiny.
- 1.3 We believe that through his Incarnation Jesus affirmed us as whole people and redeemed us through his resurrection.
- 1.4 We believe therefore that the intrinsic dignity of each member of our school community is to be honoured in spirit, in word, in deed and in law.
- 1.5 These beliefs underpin our approach to the 16-19 Bursary Policy and thereby commit us to encouraging all members of our community, staff and pupils alike, to grow towards human wholeness. The Governing Body aims to meet this responsibility by:
 - Affirming, consolidating and celebrating the achievements of our teachers (Challenge, affirmation, evaluation, consolidation, celebration and prayerful reflection will be important characteristics to our approach in this school and will be an accepted part of the process)
 - Challenging ourselves, staff and pupils to recognise the unique contribution that each of us can make and work towards making that contribution in the fullest sense
 - Supporting staff in this process in a positive manner

1. BACKGROUND

In March 2011 the Government announced a new 16-19 Bursary Fund to support the most vulnerable young people to participate in and benefit from Post 16 education and training, following the closure of the EMA (Education Maintenance Allowance) Scheme. The funding is designed to help support those young people who face the greatest barriers to continuing in education or training post 16.

This Fund has been allocated to individual providers of Post 16 education for the following 2 purposes:

Guaranteed Bursary

Bursaries of £1,200 to all young people in the nominated vulnerable groups i.e. in care, care leavers, in receipt of income support.

Discretionary Bursary

The Discretionary Bursary award should be targeted towards young people facing financial barriers to participation, such as the costs of transport, books and equipment. The discretionary bursary will not be paid to those young people in receipt of EMA payments under the transitional arrangements.

2.COMMUNICATION

Full details of the 16-19 Discretionary Bursary Fund will be made available to all Post 16 and prospective Post 16 students via publication in the 6th Form Prospectus, on the school website, directly to students at Year Assembly, via the **6th Form Deputy Year Co-Ordinator** contacting previous recipients of Free Schools Meals (FSM) and to prospective students through the application process.

3.ELIGIBILITY

3.1 Age

To be eligible to receive a bursary the young person must be over 16 on 1st September and be under 19 on 31st August in the academic year in which they start their programme of study. Where a young person turns 19 during their programme of study, they can continue to be supported to the end of the academic year in which they turn 19, or to the end of the programme of study, whichever is the sooner. In exceptional circumstances bursaries may be awarded to younger students where they are following an accelerated programme.

3.2 Residency

Young people must satisfy the residency criteria in the document YPLA Funding Guidance 2011/12 Funding Regulations.

3.3 Courses

They must be participating in provision that is subject to inspection by a public body that assures quality (Ofsted) and is funded by the YPLA or the European Social Fund or otherwise publicly funded and lead to a qualification that is accredited by Ofqual or is pursuant to Section 98 of the Learning and Skills Act 2000.

3.4 Financial Support from other sources

The following are also eligible to apply for the 16 — 19 Bursary Fund, but any allowances or other sources of financial support received must be taken into consideration when deciding whether to award a bursary.

Young people attending provision funded solely by the European Social Fund and receiving a training allowance.

Young people receiving support under the transitional arrangements announced for those who have previously received EMA.

4.1 VULNERABLE YOUNG PEOPLE

The most vulnerable young people will be eligible for a guaranteed bursary of £1,200 (pro-rata for courses lasting less than 30 weeks a year).

This group covers young people who are looked after, care leavers, those in receipt of income support and disabled young people in receipt of both Employment Support Allowance and Disability Living Allowance. Please note: This does not refer to young people whose parents/carers are in receipt of income support.

The school is responsible for identifying young people who are eligible for this payment and will seek appropriate evidence to support each claim. Students need to follow the application process so that their application can be considered.

Supporting evidence will be

Letter from Job Centre Plus setting out the benefit to which the young person is entitled.

Written confirmation from the Local Authority of the young person's current or previous looked after status.

The payment of the guaranteed bursary will be paid by either cheque to the young person or BACS payment direct to the young person's bank account in the following installment.

Half termly payments of £200. The 1st installment will be paid 6 weeks after the successful start of the course and at the end of the 1st week of each half term thereafter.

Subject to the young person meeting the eligibility criteria and conditions relating to attendance and behavior set out in the Student Code of Conduct.

The payments will cease when a student leaves the provider, including a transfer to a different provider. The final examinations will be taken at the end of school time for a student in year 13.

4.2 DISCRETIONARY BURSARIES

A bursary of up to £600 per applicant will be awarded to young people in receipt of free school meals where they meet the eligibility criteria and the conditions relating to attendance and behaviour set out in the Student Code of Conduct. The discretionary bursary will be paid by cheque to the young person or by BACS payment direct to the young person's bank account in the following installments:

First half-termly payment of up to £100 payable after six weeks from the commencement of the programme of study

Half termly payments of up to £100 at the end of the 1st week of each half term thereafter.

The payment will cease when a student leaves St Cuthbert Mayne, including a transfer to a different provider. (Other providers make different provision for the distribution of the Discretionary Bursary.) The final examinations will be taken as the end of school time for a student in year 13.

A student can apply for funding to be released from the Discretionary Bursary to contribute to one-off educational related payments, such as residential costs, **transport and student resources** up to the £600 maximum per student per academic year. One-off payments will be paid directly to the supplier where practicable.

Subject to the young person meeting the qualifying conditions as detailed in Section 6. Supporting Evidence will be:

- Confirmation from the Local Authority of your entitlement to Free School Meals
- Any change in financial circumstances that will affect the young person's entitlement to Free School Meals must be notified to the Local Authority authorising the free school meal entitlement.

In cases where a young person and their family fall upon financial hardship, and the young person is not in receipt of free school meals, they can apply by letter to the Deputy Year Co-Ordinator and Director of 6th Form Learning for assistance towards educational related payments. This letter must include evidence of the hardship faced and why they are unable to afford the costs presented to them. The decision to award a payment will be up to the Director of 6th form Learning and Deputy Headteacher, and will not exceed £600. The award of a payment will also depend on what funding remains in the Sixth Form Bursary Budget.

5. PROCESS FOR APPLICATION

Applications for an award of a bursary should be made using the application form at Appendix 2.

All applications should be supported by appropriate evidence of eligibility, and completed in full, including the applicant's bank details, and passed to the 6th Form **Deputy Year Co-Ordinator** for consideration by **the Director of 6th form Learning and Deputy Headteacher.**

Details of all successful applications will be passed to the Finance Department, together with level, timing and conditions of the bursary awarded.

Applicants will be notified in writing whether their application has been successful within five working days. If a young person feels aggrieved about how their application has been handled, they should follow the School's normal complaints procedure.

6. QUALIFYING CONDITIONS

Once eligibility has been established the young person will be expected to comply with the following conditions in order to qualify for payment.

Qualifying Period - Satisfy a qualifying period of study, i.e. at least six weeks

Attendance — Attendance above 92%. No unauthorised absences, including holidays

Behaviour & Effort - No cause for concern

The discretionary allowance may be withdrawn if attendance or behaviour is not satisfactory, at the discretion of the Director of 6th Form Learning via discussion with the Deputy Headteacher who has oversight of Sixth Form issues. Evidence can be gathered from attendance statistics, 6th Form referral system as used by teaching and support staff, Progress Checks and Academic Monitoring data. Students will be notified verbally if a payment is to be stopped at least 5 working days before the payment is due wherever feasible. This will be confirmed in writing and the reason stated.

7. RETAINED CONTINGENCY

The EFA Guidance Funding Regulations 2011/12 makes provision for a 5% administration fee which will be retained by the school. A contingency to cover the cost of bursaries awarded throughout the academic year due to changes in the financial or domestic circumstances of individual students will be retained. If unspent in that academic year this contingency will be carried forward to the following year. This contingency will be used to bring down the cost of essential course experiences within the Sixth Form, thus benefiting all students undertaking these experiences.

Any monies that are not spent by the end of the following academic year are to be subsumed into the school revenue budget.