

Trinity School

16 -19 Bursary Policy



DOCUMENT REVIEW

APPROVAL DATE: SEPTEMBER 2020

AUTHOR: MR R SHAW

NEXT REVIEW DATE: 01 JUNE 2021



Table of Contents

INTRODUCTION	3
ELIGIBILITY	3
VULNERABLE BURSARY	4
DISCRETIONARY BURSARIES.....	4
APPLICATION PROCESS	5
PAYMENT PROCESS	5
MONITORING ARRANGEMENTS	6



Trinity School 16-19 Bursary Policy

Introduction

Trinity School receives funding from ESFA to administer the 16-19 bursary fund. The funding provides financial support to students to help them overcome specific barriers to participation so that they may remain in education.

This policy complies with our funding agreement and articles of association.

Eligibility

To be eligible to receive a bursary the student must be aged under 19 on 31 August in the academic year in which they start their programme of study and satisfy EFA residency criteria.

Students aged 19 or over are only eligible to receive a bursary if they:

- are continuing on the same study programme they began aged 16 -18 or
- have an Education, Health and Care Plan (EHCP)

Residency

Students must meet the residency criteria in the [ESFA funding regulations for post-16 provision](#).

Asylum seekers

Those under 18 with an adult relative or partner and those aged 18 and above:

- are entitled to education
- are not entitled to public funds
- can apply to the Home Office for suitable housing and cash for essentials

We will provide in-kind support such as books, equipment and a travel pass to asylum seekers who have not had asylum refused.

Unaccompanied children:

- are the responsibility of the local authority
- are to be treated as 'looked after' children
- are eligible for a bursary for vulnerable groups

When these students reach 18 we will consider their immigration status. They will still be eligible for a bursary if the asylum claim is in their favour and will be treated as a 'care leaver' until they reach the upper age limit.



Vulnerable Bursary

A £1,200 vulnerable bursary is available to the most vulnerable (high priority) students where there are fixed eligibility criteria. Students are automatically eligible if they fall into one of the following categories:

- young people who are looked after (in care)
- care leavers
- young people in receipt of Income Support, or Universal Credit in place of Income Support in their own right
- disabled young people in receipt of Employment Support Allowance (ESA) **and** Disability Living Allowance (DLA) (or Personal Independence Payment)

Eligibility under this category will be verified using the following documents:

- written confirmation of the young person's current or previous looked-after status from the local authority which looks after them or provides their leaving care services
- a letter setting out the benefits to which the young person is entitled

Payable at £1,200 per year (£600 Autumn term, £300 in Spring & Summer) direct by **Bacs transfer to the Student's Bank account at the start of each term.**

Discretionary Bursaries

In addition to the vulnerable bursary, the school may provide financial support to students who meet the following criteria. These are decided by the school and are means tested. The school will always try to support students who apply for a discretionary bursary, but receives a limited amount of funding to distribute to students in each academic year. This means it may not always be possible to meet every request. Full details of the 16-19 Bursary Fund can be found via this link <https://www.gov.uk/1619-bursary-fund>

We will consider a student's level of household income based on the following criteria:

- Young people who are eligible for/ in receipt of free school meals and whose household are in receipt of means tested benefits such as
 - Income support.
 - Income-based Jobseeker's Allowance.
 - Income related Employment and Support allowance
 - The guaranteed element of State Pension Credit
 - Child Tax Credit (but not Working Tax Credit) with an annual income (as assessed by HM Revenue and Customs)
 - Universal Credit

Discretionary payment according to individual circumstances. Allocations will only be made if sufficient funds remain.



Students can apply for funds for specific educational purposes as listed below. The School will assess each claim and authorise payment to cover agreed expenditure. If you are eligible for a discretionary bursary the school can purchase goods on your behalf to assist you with your education, via Business Services.

Specific Educational Purposes:

- cost of transport to school or university interviews or open days
- meals in school
- books and equipment for courses
- exam re-sits
- educational trips necessary for completion of studies
- uniform
- Other exceptional circumstances

Payments are subject to students adhering to the Sixth Form Agreement.

Application Process

Students are encouraged to apply for a Bursary as soon as possible after admission in September. All applications must be made using the bursary form that can be found on the school's website. Although students who meet the requirement for a vulnerable bursary qualify automatically, an application for bursary support must still be completed.

Completed applications should be sent to the Sixth Form Office and must include a copy/ies of all appropriate evidence including evidence of the total annual household income.

The School will make decisions related to discretionary bursary payments at the end of September, and review in January and April.

Communication of the decision will be emailed to the student by the Sixth Form team.

Payment Process

Payment will be made by Bacs transfer to the Student's Bank account upon application per expense, provided it is:

- subject to bursary guidelines
- within student bursary limit.
- Student has met the following criteria at the time of application
 - Student attendance must not fall below 95%
 - Students must adhere to the Sixth Form contract, as signed by the student

Claim forms are available from the Sixth Form Office upon request.



If a student's financial situation changes during the academic year such that they are no longer eligible for the fund they must inform the Sixth Form team in writing, as soon as they are made aware.

Decisions concerning the allocation of funds will rest with the Head of Sixth Form.

Any appeal against a decision to provide financial support via the bursary should be made in writing to the Headmaster.

Monitoring arrangements

The Bursary Policy will be reviewed and updated on an annual basis, depending on Government policies and any local arrangements.