



16 to 19 BURSARY FUND POLICY AND APPLICATION FORM 2020 - 2021

Responsible for Policy:	Trinity Catholic School
Date Approved:	2 nd November 2020
Next Review Date:	1 st September 2021



Our Mission Statement

Trinity is a Catholic learning community devoted to the common good.

Trinity is a Catholic learning community devoted to the common good. We seek to develop values in students that are rooted in our Catholic faith and a clear moral purpose. We are committed to nurturing educated, informed, creative, fulfilled and socially responsible citizens.

16 to 19 Bursary Fund Policy

Introduction

The 16 to 19 Bursary Fund (Education and Skills Funding Agency) provides financial help to support students who meet the ESFA residency criteria to overcome the specific financial barriers so they can remain in education. To qualify for the 16 to 19 Bursary, students must be aged 16 or over but under 19 at 31st August 2020 to be eligible for help from the bursary fund in the 2020 to 2021 academic year.

There are two types of bursaries:

- Bursaries for defined vulnerable groups of up to £1,200 a year.
- Discretionary bursaries which are awarded using policies set by Trinity Catholic School.

A vulnerable student bursary up to £1,200 per academic year can be made available to any student who is in most need of financial support.

The criteria is:

- Young people in Local Authority Care.
- Young people who live independently having left Local Care Authority.
- Young people in receipt of Income Support or Universal Credit.
- Young people in receipt of Employment Support Allowance or Universal Credit and Disability Living or Personal Independence Payments in their own right.

A discretionary student bursary is made by Trinity Catholic School to students studying within the Sixth Form who meet the discretionary bursary criteria. The level of award can vary upon individual circumstances. The method of distribution can vary but standard practice will be the provision of travel passes, clothing (suitable for school), equipment, books, learning resources (eg Food Technology ingredients) and meals from school canteen.

The criteria is:

- You are in receipt of Free School Meals.
- Your household is in receipt of Universal Credit.
- Your household is in receipt of Income Support/Working Tax Credit/Pensions Guarantee.
- Your household gross taxable income is less than £25,000 a year.
- Your household is in support under Part IV of the Immigration and Asylum Act 1999.

Additional discretionary student bursary requests for financial assistance during the academic year will be considered on an item for item basis, taking into account total financial awards, attendance and behaviour records. This could include travel to Open Days or Interviews.

Assessment of Applications and Allocations

Students should complete the 16 to 19 Bursary Application Form and return with the relevant evidence to the Sixth Form Administrator.

Students who become eligible during the course of the academic year should contact with Sixth Form Administrator, so that they can make an application for funding based on their circumstances. The Sixth Form Bursary Committee will consider applications and review applications following changes in circumstances.

It is important to note that the available bursary fund is limited. Trinity Catholic School is under no obligation to make payments and failure to comply with the terms of the Attendance Policy and Behaviour Policy will result in further funding not being available.

Payments of Bursary Fund

Students will be notified in writing within 10 working days, if their application has been given approval.

On approval, most items will be paid for by Trinity Catholic School on students behalf – for example travel pass, meals in school canteen, learning resources (Food Technology ingredients).

Any non-standard requests for payment (approved by the school in advance), will be made directly to the students at the end of each half term directly to their bank/building society accounts via BACS. This payment will only be made upon the school receiving proof of purchase (in the form of a shop sales receipt/email receipt). Funds can take up to four working days to appear in bank/building society accounts.

Trinity Catholic School are unable to make payments to parent/carers bank/building society accounts.

If false or incomplete information has been provided, Trinity Catholic School will request monies awarded are repaid by student or parent/carer.

Conditions of Funding

Students are expected to have a minimum of 95% attendance including registration, good behaviour and demonstrate a good work ethic. Unauthorised absences will affect payment of the bursary. The only exceptions to this rule include the following:

- Medical Procedure or Illness supported by Doctor's Certificate, hospital documentation, eg hospital letter or hospital appointment.
- University Interview (if an authorised absence request has been received).
- University Open Day (if an authorised absence request has been received).
- School Trip/Excursion.
- Official School Closure ie snow day.
- Official School Study Leave.
- Practical Driving Test.
- Orthodontist Appointment.

Students will **NOT** receive bursary funding if they use any of the following as verification of absence: hair appointment, dentist appointment, any other form of self-certification, school exclusion.

Complaints Procedure

Any student or parent/carer who is unhappy with how Trinity Catholic School has administrated their application for support from the 16 to 19 Bursary Fund, please contact the Sixth Form Administrator.

Administration Charges

Trinity Catholic School is entitled to 5% of the 16-19 bursary fund to cover the administration costs.

Any Other Information

If you require more information about this bursary please refer to the Department for Education website (<http://gov.uk/1619-bursary-fund/overview>).



16 to 19 Bursary Fund Application Form – 2020/21

Students should complete the 16 to 19 Bursary Fund Application Form and return with relevant evidence to the Sixth Form Administrator.

Students will be notified in writing within 10 working days (term time only) from day of receipt. Any applications made during school holidays will be dealt with upon return to school, with the 10 working day period starting on the first day of term.

Student Details			
Title:		First name:	
Surname:			
DOB:		Age: (you must be 16, 17, 18 (and under 19) on 31 st August 2020 to apply)	
Address:			
Postcode:			
Telephone:		Email:	
Have the right of abode and been resident in the UK for the last 3 years? (Please provide evidence)		Yes <input type="checkbox"/>	No <input type="checkbox"/>

16 to 19 Bursary Fund Criteria
To qualify you must be aged 16 or over and under 19 on 31 st August 2020 and meet the ESFA's residency criteria. The Bursary is paid to enable you to attend Trinity Catholic School and will only be paid if your attendance and behaviour meet the required standard.

Vulnerable Bursary Criteria	
<i>To qualify <u>you</u> must fall into one of the below criteria's and produce the required evidence as stated. Please tick box.</i>	
You are currently looked after in care? (evidence required – letter from Local Authority).	Yes <input type="checkbox"/> No <input type="checkbox"/>
You are living independently having left Local Care Authority? (evidence required – letter from Local Authority).	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you in receipt of Income Support or Universal Credit? (evidence required – Income Support or Universal Credit Statement letter).	Yes <input type="checkbox"/> No <input type="checkbox"/>
Disabled student in receipt of both Employment Support Allowance or Universal Credit and Disability Living Allowance/Personal Independence Payments in their own right (evidence required, award letter showing in receipt of both ESA (UC) + DLA/PIP).	Yes <input type="checkbox"/> No <input type="checkbox"/>

Discretionary Bursary Criteria	
<i>To qualify <u>you</u> must fall into one of the below criteria's and produce the required evidence as stated. Please tick box.</i>	
You are in receipt of free school meals (evidence required – Trinity Catholic School).	Yes <input type="checkbox"/> No <input type="checkbox"/>
Your household is in receipt of Universal Credit (evidence required – Universal Credit Statement letter).	Yes <input type="checkbox"/> No <input type="checkbox"/>
Your household is in receipt of Income Support/Working Tax Credit/Pensions Guarantee. (evidence required – award letter showing receipt of payment).	Yes <input type="checkbox"/> No <input type="checkbox"/>
Your household gross taxable income is less than £25,000 per year. (evidence required – Working Tax Credit/3 months' salary slip)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Your household is in support under Part IV of the Immigration and Asylum Act 1999.	Yes <input type="checkbox"/> No <input type="checkbox"/>

Discretionary Bursary criteria continued...

The amount of financial assistance you will receive is dependent on your personal circumstances. It is intended to help you with the costs of overcoming any financial barriers you may have while attending Trinity Catholic School. Using the table below, please tell us what you will need financial assistance for.

This information is **strictly confidential** and will only be used for this assessment purpose.

Claim Details (please provide full details below):	Tick (✓)
Travel (if approved a travel pass will be provided by Trinity Catholic School, termly):	
Clothing (for school):	
Equipment/Books/Learning Resources/Trips (eg Food Technology ingredients):	
Meals (provided by school canteen):	
Any other:	

Additional Discretionary Bursary Request (one-off payment eg travel to University Opens/Interviews)

Claim Details (please provide full details below):	Tick (✓)

Payment Details

Student to provide their bank/building society account details below, as printed on your bank card or bank statement. Bursary payments will only be paid into student's bank account by BACS. Please be aware that Trinity Catholic School can choose to pay bursary awards "in kind" eg by purchasing any equipment required or providing students with a travel pass.

Bank Name:	
Account Holders Name:	
Account Number:	
Sort Code:	

STUDENT DECLARATION

- I declare that the information on this application form is true and accurate to the best of my knowledge.
- I have made this claim for bursary payment, fully aware that any false statements can lead to withdrawal/refusal of any financial support and may lead me open to prosecution.
- I understand that if I refuse to provide information, which may be relevant to my claim, the application will not be accepted.
- I understand that any payments I receive under the bursary scheme will be paid on **condition of standards of attendance and behaviour**, as explained in the Bursary Policy.
- **HOLIDAYS WILL BE UNPAID.**
- When changes to my household financial circumstances occur (which may result in changes to my claim), I confirm I will notify Trinity Catholic School immediately.
- I will notify Trinity Catholic School immediately with any changes to my bank/building society details.
- I understand that payments I receive under the bursary scheme have been awarded to provide me with financial support to allow me to continue learning, and if I leave learning, financial support will stop.

- I understand that I do not have an automatic entitlement to bursary payments, and any payments are based on the information I have provided.
- **I will provide receipts to evidence how I have used bursary funds. Failure to submit receipts will prevent future bursary payments.**
- I understand that if I provide false or incomplete information, I will have to repay any payments awarded.
- I understand I have the right to appeal if I disagree with the outcome of my bursary application. This appeal should be made to Trinity Catholic School, but if I feel I have not been treated fairly, I can follow the Complaints Procedure.

I confirm I have read the Student Declaration and the 16 to 19 Bursary Fund Policy which was given to me with this application.

Student Signature: _____ **Date:** _____

PARENT/CARER DECLARATION

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

- The information I have given on this application form is accurate.
- **Receipts will be provided to evidence how bursary funds have been used. Failure to submit receipts will prevent future bursary payments.**
- I will inform Trinity Catholic School immediately of any changes in my personal circumstances as they occur.
- I understand that if I provide false or incomplete information, I will have to repay any payments given to the above named student to help with their learning.

I confirm I have read the Parent/Carer Declaration and the 16 to 19 Bursary Fund Policy which was given to me with this application.

Parent/Carer Signature: _____ **Date:** _____

GDPR

All the personal information we hold is held and processed in accordance with data protection legislation. Please refer to the Privacy Notice (located on our website) for details of how personal information is used.

The school is registered with the Information Commissioner for holding and processing of personal data. The school has a duty to protect this information and to keep it up to date. The school is required to share some of the data with other agencies including Warwickshire County Council and the Department for Education. Please see our Privacy Notice for full details of how we use and share the above personal information.

Please note that you have the right to withdraw or amend your consent for the sharing of personal information at any time, although we will need to have certain personal information to fulfil our legal duties. You can notify us of a withdrawal of or any changes to your consent in writing by contacting (trinityschooloffice@welearn365.com).

I give permission for my child's personal data to be used. (Please tick box)

Parent/Carer Signature: _____ **Date:** _____

School Motto
Equal by means of God's image

Assessment and Approval 2020/21

FOR OFFICE USE ONLY

Student Name:	DOB:
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Eligibility – please tick appropriate box (✓)

Vulnerable Bursary		<ul style="list-style-type: none"> Those young people who receive income support/universal credit. Care Leavers or young people who are Looked After Children (LAC) Disabled young people in receipt of both Employment Support Allowance and Disability Living Allowance/PIP.
Discretionary Bursary		<ul style="list-style-type: none"> Young people facing financial barriers to participation in further education, assessed by consideration of household income. Additional Discretionary Bursary Request (one off payment).
Free School Meals		<ul style="list-style-type: none"> Young people who qualify.

Assistance Requested	Award Granted
Travel (if approved a travel pass will be provided by Trinity Catholic School, termly):	
Clothing	
Equipment/Books/Learning Resources/Trips (eg Food Technology ingredients)	
Meals (provided by school canteen)	
Any Other	
NOTE – Must fall within guide amounts	

SIGNED: _____

DATE: _____

NAME: _____

POSITION: _____