



Bennett Memorial Diocesan School 16 – 19 Bursary Policy

16-19 Bursary Fund

The 16- 19 Bursary Fund provides financial support to help students overcome specific barriers to participation, so they can remain in education. We believe that our role as a school is to allow every child to fulfil their potential and to flourish, whoever they are and whatever their context. The amount of funding available for each school to distribute has been determined by the government, with a finite amount of funds to be distributed.

Students aged 16 to 19 may be entitled to a bursary to help with education-related costs if studying at school.

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 ESFA 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)

The fund has two elements:

Vulnerable Bursary:

Students aged 19 or over, are not eligible for a Vulnerable Bursary.

- **High Priority:** A £1,200 **Vulnerable Bursary** available to the defined vulnerable 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 because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them as a child or a partner.
 - young people receiving Disability Living Allowance or Personal Independence Payment in their own right, as well as Employment and Support Allowance or Universal Credit in their own right.

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. This can be a letter or e mail, but must come from the Local Authority.
- A copy of the Income Support Award Notice, detailing Disability Living Allowance, Personal Independence Payments and/or Employment Support Award
- A copy of the Universal Credit Award Notice, detailing Disability Living Allowance, Personal



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Independence Payments and/or Employment Support Award.

Universal Credit claimants should be able to print off details of their award, from their online account

Discretionary Bursary:

Medium Priority : According to application for students who fulfil 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) of less than £16,190.
 - Universal Credit

Low Priority:

- Discretionary payment according to application. Allocations will only be made if sufficient funds remain after allocation of High & Medium priority bursaries have been awarded. In some cases awards will not be made until after 31st January.
- Those students with an identifiable financial need who are not eligible for High/Medium priority bursaries and whose total annual household income is **below £25,000**

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 bursary the school can purchase goods on your behalf to assist you with your education, via The Finance/HR Office. Mrs Leigh**

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



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Process:

Students are encouraged to apply for a Bursary as soon as possible after admission in September. All applications should be made on the bursary form which can be found on the school's website

<https://www.bennettmemorial.co.uk/>

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

The School will make decisions at the end of September, and review in January and April.

- Communication of the decision will be e mailed to the student by the Finance Office
- 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 6th Form contract, as signed by the student
 - Claim forms available from the Finance Office upon request
- Decisions concerning the allocation of funds will rest with the Leadership Management Team.
- Any appeal against the panel's decision should be made in writing to: Mr J Sparke, Headteacher
- The Bursary Policy will be reviewed and updated on an annual basis, depending on government policies and any local arrangements.
- All information will used and retained in line with our Privacy Notice, available on our website.