

16-19 Bursary Fund Policy 2022-23

A key priority for the government is to close the gap in attainment between those from less well-off and more affluent backgrounds and to ensure every young person participates in and benefits from a place in 16 to 19 education or training.

The 16-19 Bursary Fund targets support towards the most financially disadvantaged 16 to 19 year olds- those who most need help with the costs of staying on at school.

Camden School for Girls will determine the eligibility criteria for discretionary bursaries and the frequency and conditions of payments for all awards. The 16-19 Bursary will only be awarded to a student who is eligible and facing genuine financial barriers to participating.

Eligibility

To be eligible to receive the 16-19 Bursary in the 2022-2023 academic year, the student must be aged 16 or over and under 19 on 31 August 2022.

Students must also satisfy the residency criteria set out in the *EFA Funding Guidance. (A person on 1 September who is settled in the UK, and has been ordinarily resident in the UK and Islands for the three years preceding 1 September)

Students should be participating in provision that is subject to inspection by a public body that assures quality and funded within the relevant guidelines. (Attendance at Camden School for Girls meets the criteria)

Bursary Fund levels

Enhanced Support Bursary

Students in the following defined vulnerable groups will be eligible for a bursary of £1,200 a year: Young people who are in care, young care leavers, young people in receipt of Income Support or Universal Credit in their own right, and young people in receipt of both Disability Living Allowance (or Personal Independence Payments) and Employment Support Allowance (ESA) in their own right.

This would be paid in monthly instalments by BACs transfer directly into the student's account.

Payments will be subject to review by the Bursary Awards Panel.

An Application Form is available for students who believe they are entitled to the Enhanced Bursary.

Maintenance Bursary

Students who are currently in receipt of Free School Meals or were in receipt of Free School Meals in Year 11 can apply for a monthly bursary.

Students may be eligible for Free School Meals if the parent or carer get any of the following:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided they're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit – if they have applied on or after 1 April 2021 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Students who receive these benefits directly, instead of through a parent or guardian, can also get free school meals.

The allowance will be payable after a signed agreement has been made between the school and the student. Payment of the allowance will be dependent on the criteria of the agreement being met by the student each month.

Payments will be transferred monthly to the student's bank account via Bacs, upon authorisation from the school that the student has satisfied all the attendance and behaviour requirements. These payments will be made in arrears and there may be delays in some cases if there is any query regarding attendance.

The exact amount of the monthly Bursary Payments will depend on the number of applicants each year but would normally be between £50 and £100 per month.

Students will be informed of non-payments but should check their payments regularly. Students should contact the Sixth Form Administration Office if they have queries regarding their payments.

Payments will be subject to review by the Bursary Awards Panel.

An application form is available for students who believe they are eligible for a Maintenance Bursary.

Students in receipt of Maintenance Bursaries may also apply for funding to help with payment for curricular and non-curricular residential trips.

Where there is a balance still outstanding for payments towards non-curricular residential trips and the school has made repeated attempts to collect that balance the school may reduce the monthly bursary payments to cover this outstanding balance. Students will be informed in writing before any deductions are made.

Sixth Form Support Fund

Students who are not entitled to Free School Meals and have a total household annual income below £30,000 can apply for a discretionary bursary for specific educational purposes. These include:

- Costs of transport
- Books and equipment
- Educational Trips
- University visits

Household income can be evidenced by receipt of benefit and/or p60, Tax Credit Award, Universal Benefit Award or evidence of self-employment income. Income from all parents living in the household will be needed. All evidence of household income will be in strict confidence. No student will receive more than £400 per year.

Payments will be made on an ad hoc basis by BACS payment

Payments will be subject to review by the Bursary Awards Panel.

Students must fill in the Bursary Application Form if they wish to apply for payments from the Sixth Form Support Fund.

Contingency Fund

Students who have successfully applied for any of the above payments will also be able to access a small emergency fund for exceptional circumstances if they can show an identifiable financial need. There will be an application form available from the Sixth Form office where all requests will be treated in the strictest confidence.

Assessment

The Bursary Awards Panel will assess each application with supporting documentation in the strictest confidence. Any student who believes they are eligible for any level of funding from the 16-19 Bursary Fund should complete an application form and hand it to the Sixth Form Administrator as soon as possible after admission in September. There is no closing date for applications but payments will not be backdated any further than the start of the month that the application form was received. A student in receipt of any type of bursary payment must tell the Sixth Form Administrator of any changes to family circumstances that may affect the support

during the academic year. Students who become eligible during the year should contact the Sixth Form Administrator and make an application.

Attendance and Behaviour Requirements

To receive the funding once the school has acknowledged eligibility, participating students at Camden School for Girls must adhere to the following criteria.

To receive the monthly payment of the Maintenance Bursary students must:

- Have good attendance which is quantified as attendance of 95% or above, including illness and other authorised absences.
- Have good punctuality quantified as no more than 2 late marks per week.
- Abide by the standards of behaviour and effort as agreed at the start of their learning programme and documented in the home/school agreement.

Holidays will not be authorised and if poor behaviour or effort is reported and supported by documentary evidence the student will not be paid.

Appeals

Enhanced Support Bursary

Eligibility - Parents, Guardians and Students have the right to appeal to the Bursary Awards Panel in all cases if it is felt that the application has been withheld without justification.

Maintenance Bursary

Eligibility - Parents, Guardians and Students have the right to appeal to the Bursary Awards Panel in all cases if it is felt that the application has been withheld without justification.

Issues with monthly payments - As payments are made directly to the students concerned it is therefore the student who must contact the school in case of difficulty not the parent. Students will have the right to appeal if it is felt that the payment has been withheld without justification.

In the first instance the student should explain within one school week to the Sixth Form Administrator why the payment should have been made. If the decision to withhold the payment is upheld then the student may appeal to the Head of the Sixth Form. This is the final appeal and must be made within one further week.

Sixth Form Support Fund

Eligibility - Parents, Guardians and Students have the right to appeal to the Bursary Awards Panel in all cases if it is felt that the application has been withheld without justification.

Bursary Awards Panel

The members of the panel may vary but will always include the Deputy Head in charge of the Sixth Form.