



St Philomena's Catholic High School for Girls

Bursary Policy

2020-2021

**St Philomena's Catholic
High School for Girls**





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1. INTRODUCTION

St. Philomena's exists as a distinct community because it has Christ as its foundation. His teaching and example are the basis for its daily life, relationships and future hopes. It should be possible to meet Christ in all aspects of the life of the school and the spiritual dimension should underpin all its work. The attitudes and values of the school are those of Christ's radical command to *love one another as I have loved you* (Jn 13:34), where this love means putting others first (Mk 9:35), turning the other cheek (Mt 5:39), and going the extra mile (Mt 5:41).

2. CONTEXT

The Government's 16-19 Bursary aims to help the poorest students continue their education. Bursaries have replaced the former scheme of the Education Maintenance Allowances. All students aged 16-19 at St Philomena's who are experiencing financial hardship may apply for the Bursary, which will be administered as set out in the policy below.

The 16-19 Bursary Fund has two elements:

- A bursary of £1,200 a year for Students in the following defined vulnerable groups:
 - In care,
 - Care leavers (been in care for at least 13 weeks after age of 14)
 - Young people in receipt of income support or Universal Credit
 - Disabled young people in receipt of Employment Support Allowance who are also in receipt of Disability Living Allowance or Personal Independence Payments.
- Discretionary awards made by providers to young people in ways that best fit the needs and circumstances of their students. Bursary awards should be targeted towards those young people who face the greatest financial barriers to participation; such as the costs of transport, meals, books and equipment.

The policy below will exist for one year only and will be reviewed, taking into account (a) changes in the level of our allocation (b) changes in Education Funding Agency (EFA) guidance and (c) our experience in implementing each year's policy.

St Philomena's discretionary 16-19 Bursary allocation for 2020-21 is £13,425. As permitted up to 5% of this amount will be used for administering the scheme.

Student Support through the 16-19 Bursary must be for Learning Purposes and to enable students to continue in education.

3. 16-19 BURSARY POLICY 2020-21

Eligibility: To be eligible to receive a Bursary the student must be aged 16 or over and under 19 on 1st September 2019 and must satisfy Education Funding Agency residency criteria. To continue to receive a bursary the student must satisfy the following conditions:



St Philomena's Catholic High School for Girls

1. The student's level of unauthorised absence from *all* lessons and registration sessions must be zero and attendance at all lessons and registration sessions must be over 95%
2. The student must not have broken the terms of the 6th Form Agreement (which is available on the schools website)

There will be three levels of Bursary for which students can apply, using the Application Form.

Level One Vulnerable Bursary:

- Young people who are: In care; care leavers since age of 14 and been in care for at least 13 weeks ; young people in receipt of income support and disabled young people, in receipt of Employment Support Allowance who are also in receipt of Disability Living Allowance (DLA) or Personal Independence Payments (PIP) - will be eligible to receive a fixed bursary of £1,200 per year.
- The School will draw down funding (by submitting a funding claim) for vulnerable bursaries from the Student Bursary Support Service (SBSS) if you meet the vulnerable bursary criteria
- This would be paid in three instalments of £400.00 at the start of each term by BACS transfer. Payments will be made as near to the start of each term as possible. This is likely to be later in the Autumn term than in the Spring and Summer terms, to allow time for applications to be processed.

Level Two Discretionary Bursary

- Student from families with extreme financial hardship may apply for a Bursary of **up to a maximum of £800 per year**. This includes students in receipt of Free School Meals and those whose parents/carers are in receipt of means-tested benefits. Total household income, including benefits (but not including DLA or PIP) should be below £16,190.
- **Documentary evidence** must be provided when submitting an application for a Level 2 Bursary. Such evidence might include proof of income support, housing benefit or Child tax credits. Please note if your family is in receipt of working tax credits you will not be eligible for a Level 2 Bursary.
- Alongside their application, students must specify the item/items they intend to purchase with their Bursary, with reasons to show how this will support their learning. Page 3 of the 16-19 Bursary Application Form gives guidance as to what are likely to be considered appropriate items to purchase.
- The St Philomena's 16-19 Bursary Awards Panel (made up of the School Business Manager and one member of the Governing Body), will assess each claim and authorise payments up to the permitted maximum.
- To receive payments, students must submit receipts for items they have purchased to support their learning. Students will be reimbursed by cheque.
- The school can also make purchases on behalf of students, this should be via application to the Business Manager.



St Philomena's Catholic High School for Girls

Level Three:

- If money remains from the allocated amount after Level 2 funds have been allocated, applications for Level 3 Bursary Funding will be considered by the St Philomena's 16-19 Bursary Awards Panel.
- Students with an identifiable financial need, who do not fall into Levels 1 or 2 above, may apply for a Bursary of **up to £200 per year**.
- As a guide, successful applicants in this category are likely to have a low total family income below **£29,009**, proof of income should be provided alongside applications.
- Similarly to Level 2 applications, students should apply for funds for *specific educational purposes*. Page 3 of the 16-19 Bursary Application Form gives guidance as to what are likely to be considered appropriate items to purchase.
- The St Philomena's 16-19 Bursary Awards Panel will assess each claim and authorise payments up to the permitted maximum allocation.
- To receive payments, students must submit receipts for items they have purchased to support their learning. Students will be reimbursed by cheque.
- The school can also make purchases on behalf of students, this should be via application to the Business Manager.

Application Process:

In the First Instance eligible Students should apply for a St Philomena's 16-19 Bursary using the "**St Philomena's 16-19 Bursary Application Form**" available on the 6th Form website by the deadline of Friday 27th September 2019

If a student's financial circumstances changes mid-year, they may make an application for a St Philomena's 16-19 Bursary at any time, using the "St Philomena's 16-19 Bursary Application Form".

Completed application forms along with documentary evidence should be posted to the school or handed in at the school Reception, in a sealed envelope clearly marked "St Philomena's 16-19 Bursary Application"

The 16-19 Bursary Awards Panel will assess the applications in October 2017 and later in the academic year if needed.

Applicants will be informed of the outcome of their application as soon as possible after the panel has met.

All applications will be treated confidentially, and will only be viewed by the Awards Panel, or members of the governing body deputising for a member of the Awards Panel. The Headteacher and the Head of 6th Form will not view any documentary evidence of financial status, but may view page 3 of the application form where students specify what they intend to spend their Bursary on, to determine whether this will support the student's learning.