



## **Sacred Heart of Mary Girls' School 16-19 Bursary Pack**

**This pack is to be issued to any student who wishes to apply for a Bursary.**

- 1. Application Form**
- 2. 'Any Other' Request Application Form**
- 3. Policy statement**
- 4. Administration Form**



## Sacred Heart of Mary Girls' School Bursary Fund Application Form 2024/25

This completed Application Form and evidence must be handed in by 30<sup>th</sup> September 2024. If the Application Form and evidence is presented later than that date, payments can only be backdated up to 4 weeks.

**Please complete the form and bring it to the Finance Office, together with your supporting evidence on your first day.**

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

Bursary for Vulnerable Groups Criteria
To qualify you must be aged 16 or over and under 19 on 31 <sup>st</sup> August and meet the ESFA's residency criteria. The bursary is paid to enable you to attend training with us and will only be paid if your attendance and behaviour meet the required standard.

Vulnerable Bursary Criteria	
To qualify you ( <b>the student</b> ) must fall into one of the below categories and produce the required evidence as stated.	
Are you ( <b>the student</b> ) 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"/>
Care Leaver or currently looked after in care? (evidence required - letter from Local Authority)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Disabled student in receipt of Universal Credit (evidence required - award letter)	Yes <input type="checkbox"/> No <input type="checkbox"/>

Discretionary Bursary Criteria					
Your household income is one of the criteria, which will help us to assess your application. If your <b>TOTAL</b> Household income exceeds £30,000 per annum, you will not be eligible for a Bursary payment.					
Please tick to indicate what type of evidence you have provided. If you cannot provide evidence then we cannot process your application for bursary payments.					
P60	<input type="checkbox"/>	Universal Credit (award letter)	<input type="checkbox"/>	Full TCAN Notice	<input type="checkbox"/>
Self-employed earnings (official tax return)	<input type="checkbox"/>	Other benefits/pension (award letter)	<input type="checkbox"/>	3 months' pay slips for household	<input type="checkbox"/>
Please list the names of the household members and relationship to learner:					
Name			Relationship to Learner		



<b>Discretionary Bursary criteria continued</b>		
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 when attending learning.		
<b>Using the table below, please tell us what you will need financial assistance for and how much you believe you will need for each day in learning.</b>		
This information is strictly confidential and will only be used for this assessment purpose.		
	How much will you need for each day in learning?	How many days per week?
Travel*		
Meals: Please <input checked="" type="checkbox"/> Breakfast <input type="checkbox"/> (and/or) Lunch <input type="checkbox"/>		
Appropriate Clothing to suit training and placement requirements		
Equipment		
Any other		

\* Students who live in London Boroughs qualify for a 16+OysterPhotocard which allows free travel on buses. You will only be eligible for a Travel payment if you do not qualify for free travel to and from school.

Please provide your bank details below, as printed on your bankcard or statement.

Bursary payments will be paid directly to Learners bank accounts only.

Please be aware that Providers can choose to pay Bursary awards 'in kind' e.g. by purchasing any equipment required.

Account Name:																			
BIB Reference (Admin use):																			
Account Number:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Sort Code:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**LEARNER DECLARATION**

- I declare that the information on this 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 monies I receive under the Bursary Scheme will be paid on condition of standards of attendance and behaviour, as explained in the Bursary Fund Policy. **HOLIDAYS WILL BE UNPAID.**
- I will attend regularly and complete the course for which my bursary is supporting me.
- When changes to my household financial circumstances occur (which may result in changes to my claim), I confirm will notify my Provider immediately.
- I will notify my Provider immediately with any changes to my Bank/Building Society details.
- I understand that monies I receive under the Bursary Scheme have been awarded to provide me with financial support to allow me to continue in learning, and if I leave learning, financial support will stop.
- I understand that I do not have an automatic entitlement to Bursary payments, and all payments are based on the information I have provided.
- I am clear that the Bursary payments I receive are to provide me with means to remain in learning and are to be used for items such as: books, equipment, travel costs, meals, additional costs i.e. trips, miscellaneous course costs.
- I understand I have the right to appeal if I disagree with the outcome of my Bursary Application. This appeal should be made to my Provider, but if I feel I have not been treated fairly, I can follow the Complaints Procedure as explained during the Bursary Fund Policy.

**I confirm I have read the 'Bursary Fund Policy' which was given to me with this application.**

**Applicant Signature:** .

**Date:**



**Sacred Heart of Mary Girls' School  
 Bursary Fund 'Any Other Requests' Application Form 2024/2025**

Please complete the table below if you wish to apply for additional funding to cover 'Any other Requests' in the original application form.

For any other items it must be shown that these cannot be ordered via the school and a receipt/invoice will need to be provided.

Payments will be considered, and made in-line with, the 16-19 bursary policy statement.

	Specific details of request and amount requested		Office use only
School trips – we will reserve this amount of funding and apply it to specific trips at your request.		Discount applied via ScoPay	
Uniform – we will reserve this amount of funding and apply it to specific items at your request to be collected from the school uniform shop		Discount applied via ScoPay	
Books – full details to be provided to the Finance Office who will order the books for collection		Books for collection from Finance Office	
UCAS fee		Finance Office	
Travel to University open days/interviews		Travel card provided for minimum cost Or receipt from Oyster/Smartcard to be reimbursed	

**Applicant Name:** \_\_\_\_\_

**Form:** \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

FINANCE OFFICE  
 SIGNED:

DATE:



## Sacred Heart of Mary Girls' School 16-19 Bursary Policy

### 1. Introduction

Our mission as a Catholic School is to provide the highest possible quality of education for all our students, delivered within the context of Gospel values and the teachings of the Church, within our Christian community. This Policy ensures that the school operates a consistent and fair approach to allocation of the 16-19 Bursary Fund for Sixth Form students to ensure that deprivation is not a barrier to their learning.

The 16-19 Bursary has been set up to support the most vulnerable young people to participate in and benefit from post-16 education and training. The Education and Skills Funding Agency (ESFA) sets the allocation for each academic year. This allows the school to pay:

- Bursaries of £1200 to all young people in the nominated vulnerable groups detailed in section 2.2
- Discretionary bursaries to young people in the sixth form facing financial barriers to participation, such as the costs of transport, books and equipment.

### 2. Eligibility

2.1 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 meet the residency criteria in the ESFA 'Funding Guidance for Young People 2018-19' document. Further details can be found at the following website.

<https://www.gov.uk/government/publications/16-to-19-bursary-fund-guide-2024-to-2025-academic-year/16-to-19-bursary-fund-guide-2024-to-2025-academic-year>

Where a student turns 19 during their programme of study, they can continue to be supported to the end of the academic year in which they turn 19.

2.2 The most vulnerable young people will be eligible for a bursary of £1200 per annum. This bursary will usually be divided into three payments and paid at the start of each term, unless there are exceptional circumstances warranting a lump sum payment. This group covers young people who are looked after; care leavers; or those getting Universal Credit. Evidence will be required in the form of:-

- a letter setting out the benefit to which the young person is entitled;
- 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.

2.3 The school is free to determine which students should be eligible to receive a bursary and how much they should receive. Decisions will be made to reflect the individual needs of the students. Payments may be limited by the level of demand for bursary support.

2.4 A student's household income will usually be assessed as evidenced by receipt of Universal Credit; P60, payslips from the previous 3 months or Tax Credit Award Notice if employed; or SA302 form or certified accounts if self-employed. Students currently or previously in receipt of free school meals are not automatically entitled to receive a bursary, but this may be taken into account.

2.5 Receipt of a bursary should be conditional on the student meeting agreed standards set out in **4.8**.

2.6 There will be four categories of bursary payment:

- a) Vulnerable young person, £1200 per annum.
- b) Discretionary Bursary Category A. Those whose gross annual household income is £25,000 or less. The amount paid will be dependent upon the total allocated to the school for the academic year and will be 100% of the actual cost.
- c) Discretionary Bursary Category B. Those whose gross annual household income is between £25,001 – £30,000. The amount paid will be dependent upon the total allocated to the school for the academic year and will be up to 75% of the actual cost.
- d) In-kind bursary payment for students with an identifiable financial need to finance education-related costs (for example uniform, materials, course-related trips, UCAS fee/travel to open day).



2.7 If there is a change in personal circumstances, meaning that the eligibility criteria are no longer being met, it is the responsibility of the parent and student to inform the School Business Manager.

### **3. Administration**

For audit purposes, hard copies of all documentation for the Bursary Fund should be kept for a period of 6 years. This documentation must include evidence of the application process, documents relating to how the learner was assessed and the funds issued.

### **4. Applications and payment process**

4.1 Students should apply for a bursary by 30<sup>th</sup> September. Students must apply for funds for specific educational purposes. All applications must be submitted to the Head of Sixth Form using the application form. Applications made after this date will be considered provided sufficient funds are available. However, once the Bursary Fund has been used, it will not be possible to consider further applications.

Consideration must be given to assisting any student to make an application where they are unable to do so due to a level of learning difficulty and/or disability. Consideration must also be given to assisting any student in making an application where they are not able to provide supporting evidence due to difficulties with engagement or support from their parent/guardian/carer(s).

4.2 The Assessment Panel will assess each claim and authorise payments. The Assessment Panel will meet to make decisions on applications. Payment decisions must be recorded for audit purposes along with records of applications and evidence. The assessment panels will consist of the Head of Sixth Form, a member of SLT and the School Business Manager.

4.3 Successful bursary applicants remain eligible for one academic year. Each payment is dependent upon students meeting the eligibility criteria set out in **4.8**.

4.4 In-year applications may be made if there are a change in circumstances and the Assessment panels will meet as soon as possible to assess these applications.

4.5 Students will be informed in writing of the decisions of the Assessment Panel within two weeks of the Assessment Panel's meeting.

4.6 Bursary payments will be made weekly by cheque to a bank account in the name of the student or credit to the student's ScoPay account.

4.7 Bursaries may also be paid 'in kind' in circumstances of short-term and extreme financial issues. Such items will be specifically stated and provided to the named individual.

4.8 In determining payments of the 16-19 Bursary Fund students will not be discriminated against on the basis of their protected characteristics. Payments are also subject to the public sector equality duty in section 149(1) of the Equality Act. 16-19 Bursary Eligibility criteria In addition to an assessment of financial situation, the Assessment Panel will use the following criteria to assess your eligibility for support under the 16-19 Bursary Scheme:

- 1) 90% attendance
- 2) Exemplary conduct towards staff and all members of the school community.
- 3) Excellent punctuality
- 4) Adherence to the dress code
- 5) All work is fully up to date and completed
- 6) Adhering to the school's code of conduct

### **5. Appeals**

If any young person or their parent/guardian/carer(s) are not satisfied with the outcome of their application, they should write to the Headteacher outlining their reasons why. The Headteacher will convene a 16-19 Bursary Appeals Panel, consisting of:

- Headteacher
- A member of the Governing Body



## Sacred Heart of Mary Girls' School "Ut Vitam Habeant"

The Panel will consider and respond to appeals within two weeks of receipt. If the appeal is upheld or partly upheld it will be referred back to the 16-19 Bursary Application Panel with recommendations. If the appeal is not upheld the appealing party will be signposted to the School's Complaints Procedure.

### **6. Confidentiality**

Applications and supporting evidence will be confidential to the 16-19 Bursary Application Panel and in the event of an appeal, the 16-19 Bursary Appeals Panel. The applications and supporting evidence will remain confidential during processing, payment and storage. If it is necessary to obtain additional information to reach a decision, the young person and/or their 16-19 Bursary Policy parent/guardian/carer(s) will be told the reasons why this is necessary prior to sharing any information further.

### **7. Supporting documents**

In addition to this policy being openly shared with all young people and their parent/guardian/carer(s), the following documents will be used in the 16-19 Bursary process:

- 1) Application Form
- 2) Information for students
- 3) Information for parent/guardian/carer(s).



## Assessment and Approval 2023/24

### FOR OFFICE USE ONLY

Learner Name:	D.O.B:
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**Eligibility – please tick appropriate box (✓)**

<b>Vulnerable Bursary</b>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Those young people who receive income support/universal credit</li> <li>Care Leavers or young people who are looked after children</li> <li>Disabled young people in receipt of both Employment Support Allowance and Disability Living Allowance/PIP</li> </ul>
<b>Discretionary Bursary Category A.</b>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Those whose gross annual household income is £25, 000 or less. The amount paid will be dependent upon the total allocated to the school for the academic year and will be 100% of the actual cost.</li> <li>Young people facing financial barriers to participation in further education. Agreed standards of behaviour and attendance should be met.</li> </ul>
<b>Discretionary Bursary Category B</b>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Those whose gross annual household income is between £25,001 – £30, 000. The amount paid will be dependent upon the total allocated to the school for the academic year and will be up to 75% of the actual cost.</li> <li>Young people facing financial barriers to participation in further education. Agreed standards of behaviour and attendance should be met.</li> </ul>

Assistance Requested	Assistance Granted ✓
Travel * Students who live in London Boroughs qualify for a 16+OysterPhotocard which allows free travel on buses. You will only be eligible for a Travel payment if you do not qualify for free travel to and from school.	<input type="checkbox"/>
Meals: Breakfast <input type="checkbox"/> (and/or) Lunch <input type="checkbox"/>	<input type="checkbox"/>
Appropriate Clothing to suit training and placement requirements	<input type="checkbox"/>
Equipment	<input type="checkbox"/>
Any other	<input type="checkbox"/>

**NOTE - Must fall within guide amounts**

SIGNED:

DATE: