

Trinity Catholic High School



Sixth Form Bursary Policy

Last reviewed in: October 2024

Next review due by: June 2025

Sixth Form Bursary Policy

1. Overview

The 16 – 19 bursary is provided by the Education and Skills Funding Agency (ESFA) to support sixth formers who face financial barriers to participation in education and training.

There are 2 types of 16 to 19 bursary:

- A guaranteed bursary worth up to £1200 for students in vulnerable groups
- A discretionary bursary

2. Eligibility

To be eligible to receive a 16 - 19 Bursary in the 2024/25 academic year, the student must be aged 16 or over and under 19 on 31 August 2024.

The **guaranteed bursary**, for students in vulnerable groups, applies to students who are:

- In care
- Care leavers
- 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 Allowance or Personal Independence payments.

The defined groups above reflect that these students are unlikely to be receiving financial assistance from parents or carers, so may need a greater level of support to enable them to continue to participate. Students who meet the criteria are not automatically entitled to a bursary if they do not have financial needs and/or their financial needs are covered from other sources.

The **discretionary bursary** may be awarded if you need financial help but do not qualify for a bursary for students in vulnerable groups. This money can be used for items such as textbooks, equipment for practical subjects, educational trips, travel costs to school, university interviews and open days. Further examples of items that can be purchased via the bursary can be found in Appendix A.

3. Conditions

Certain conditions must be met to receive the discretionary bursary. These are at the discretion of the school, namely:

- The total household income should not exceed £21000
- Proof of the total household income and the number of dependent children in the household. This should be in the form of parental bank statements, payslips, and/or documented evidence of any benefit payments as shown in the list below. *
- The contractual agreement must be adhered to (see Appendix B) with expectations

for attendance, punctuality, attitude and progress met.

- You must attend all your timetabled lessons.
- You must be punctual to all your timetabled lessons and to form class.
- The sixth form office must be notified of valid absences. Valid reasons for authorised absence are listed below.**

If conditions are not met, the bursary payment will not be made.

Proof of household income:

*Total household income should not exceed £21000 / parents should be in receipt of one of the benefits or credits shown below:

- Universal Credit
- Employment Support Allowance (ESA)
- Job Seekers Allowance (JSA)
- Housing or Council Tax Benefit
- Income Support
- Working Tax Credit
- Pension Guarantee Credit
- NHS Tax Credit Exemption Card

Valid reasons for absences:

**Payments for missed lessons may only be made if absence has been authorised and the Director of Sixth Form has been advised in ADVANCE.

The following are acceptable reasons for absence:

- Study visits
- Study leave
- Hospital/medical appointments (appointment cards will be required as evidence). It is not anticipated that the absence would be for the entire day.
- Religious holidays
- Open days and interviews at university/college
- Work experience placements
- Driving test
- Illness (a note from your parent/carer will be required and must be authorised by the Head of Sixth Form.

The following are not acceptable reasons to be absent and therefore payment will not normally be paid on these occasions:

- Family holidays during term time
- Employment which is not part of your studies
- Driving lessons.

If you think you qualify for one of these bursaries but are not yet registered for free school meals, you should apply for free school meals initially. This can be done via the following link: <https://www.redbridge.gov.uk/schools/free-school-meals/>

The bursary funds are not intended to support extra-curricular activities where these are not

essential to the students' study programme, support general household incomes or provide learning support, e.g. counselling or mentoring.

A student awarded a discretionary or vulnerable group bursary in Year 12 will be required to submit a new application form at the start of Year 13, together with the required evidence, so that the school can confirm they remain eligible each year to comply with ESFA requirements.

The school can withdraw this support if we believe circumstances have changed.

4. How to claim

If you believe you have met the above conditions, you can complete the Sixth Form Bursary Application Form and submit it, with supporting evidence, to the Director of Sixth Form.



Sixth Form Bursary
Application Form
2024-2025

I am applying for support from the 16-19 Bursary Fund on the following basis (please tick as appropriate):

I am currently in care or I am a care leaver. I have provided a confirmation letter from my Social Worker

I am a young person receiving income support. I have provided evidence

I am a young person receiving both Employment Support Allowance and Disability Living Allowance. I have provided evidence

I am currently in receipt of Free School Meals and would like to be considered for assistance from the 16-19 Bursary Fund.

My parents receive Working Tax Credits but their annual household income does not exceed £21000

Please attach any relevant documentation which confirms your status.

Please submit to the Director of Sixth Form. We can confirm FSM status from our internal systems.

Student signature: Date:

Print name:

Director of Sixth Form signature: Date:

Appendix A

List of examples of items that can be claimed for via the **discretionary bursary** (not exhaustive). Receipts will be required.

- Course textbooks
- Equipment for practical subjects, beyond that which would be expected as the norm (eg: The bursary cannot be used to fund purchase of pens, paper etc.).
- Examples would include: Calculators, Art materials, tools, computer programmes etc.
- Specialist clothing for practical subjects
- Educational trips such as those required for completion of coursework
- Travel costs to school that are not covered by 16-18 TfL Young Persons travel cards
- Travel and associated costs to university interviews
- Travel and associated costs to university open days
- Travel and associated costs for work experience placements organised through the school or organised as part of the student's school-based course
- Cost of UCAS application fee
- Cost of University course entry tests eg: BMAT
- Cost of clothing permitted in the sixth form dress code
- Part or full payment towards a laptop/chrome book via the school.

Examples of items that cannot be claimed for by the **discretionary bursary**:

- The discretionary bursary fund will not subsidise Free School Meals; students should apply for that through <https://www.redbridge.gov.uk/schools/free-school-meals/>
- Clothing or materials other than school uniform
- Any household or personal items that do not directly relate to supporting a student's study programme
- To be sure that a particular item can be supported by bursary payments, students/parents should ensure that they speak to the Director of Sixth Form before purchasing the item.

Appendix B

Trinity Catholic High School Sixth Form Bursary Contract

Your sixth form bursary is paid to you on condition that you achieve full attendance and meet the standards of behaviour and effort agreed at the start of your studies at Trinity Catholic High School.

You are expected to:

- Attend all lessons as detailed on your timetable with a minimum of 100% attendance. This includes form period.
- Ensure that you are punctual to all your lessons with a minimum of 100% punctuality. Payment will be stopped for all late marks (including form period) and unauthorised absences
- Get permission in advance for any time that you must take off, so your mark will be for an authorised absence
- Follow the Trinity Catholic High School absence procedures
- Ensure that your behaviour and effort meet the required standards
- Ensure that you check your school e-mail regularly as this is how 'notices of stoppage of payments' will be communicated to you
- Open up a bank account, if you haven't already done so, as payments will be made to you, the student.

Trinity Catholic High School is expected to:

- Issue payments to you once every half term – payments will be based on 100% attendance
- Keep records of your attendance
- Monitor your attendance and any absence
- Monitor your behaviour and your effort
- Let you know within a reasonable time if your payment has been stopped and the reason that it has been stopped – communication regarding this will be sent by e-mail to your school email address. Any disputes should be addressed to the Director of Sixth Form.
- Respond to your queries/problems in respect of the payment decision.

Getting permission for an absence (i.e. authorised absence):

It is understood that there is very occasionally a reason why you may need to apply for permission to be absent. It is up to Trinity Catholic High School to agree this planned absence. If we agree in advance of the absence, then your bursary payment will not be affected.

The following list shows examples where permission may be granted on a limited basis:

- Study visits
- Study leave
- Hospital/medical appointments (appointment cards will be required as evidence). It is not anticipated that the absence would be for the entire day.

- Religious holidays
- Open days and interviews at university/college
- Work experience placements
- Driving test
- Illness (a note from your parent/carer will be required and must be authorised by the Head of Sixth Form).

Other kinds of absence (unauthorised absence):

Sixth form bursary payments are given on condition of 100% attendance. If you are absent without permission/marked late to a lesson, or have not given prior notice when applicable, then you will not receive your payment from the bursary fund

The following are not acceptable reasons to be absent and therefore payment will not normally be paid on these occasions:

- Family holidays during term time
- Employment which is not part of your studies
- Driving lessons.

Where an absence genuinely could not be foreseen in advance, you should make arrangements to tell Trinity Catholic High School as soon as possible on the day in question. Where you fail to do this, the absence will be treated as unauthorised and therefore payment may not be made.

If you receive a late mark for form class and/or lessons:

Payment may not be made if your punctuality falls below 95%

If your behaviour is deemed to be unacceptable:

Your bursary payment will be withheld with immediate effect.

If your effort is deemed unacceptable:

You will not receive a bursary payment.

If you are excluded:

You will not be eligible for bursary payments.

If you wish to appeal:

Any query about a payment decision, must initially be addressed to the Director of Sixth Form. To appeal against a payment decision, contact the Chair of the Board of Governors.

Student signature: Date:

Print name:

Director of Sixth Form signature: Date: