



## Upton Hall School FCJ 16-19 Bursary Guidance for Parents and Students

**This document provides the information you need regarding the 16-19 Bursaries, including who is eligible and how to apply. Read this carefully. If you need further guidance or assistance with your application please contact the School Business Manager, Mrs A Darroch.**

The school will receive a fixed sum of money to delegate to Sixth Form students who are deemed to be in need of financial support. This support will be in the form of a bursary. There are two types of bursary and students are able to apply for **one or other** of the bursaries according to their financial circumstances. Only students who are eligible should apply.

### **To be eligible for the bursary students must**

- be aged 16 or over but under 19 at 31 August 2017
- be aged 19 or over at 31 August 2017 and have an Education Health and Care Plan (EHCP)
- be aged 19 or over at 31 August 2017 and continuing on a study programme they began aged 16 to 18 (19+continuers)
- meet the residency criteria in EFA 2017 to 2018 academic year funding regulations for post-16 provision
- be participating in provision that is subject to inspection by a public body which assures quality (such as Ofsted) the provision must also be funded directly by EFA or by EFA via a local authority

### **To be eligible for a Vulnerable Bursary Fund of up to £1,200 per annum students must be in one of the following defined vulnerable groups:-**

- in care
- care leavers
- in receipt of Income Support or Universal Credit in place of Income Support in their own right
- in receipt of Employment and Support Allowance or Universal Credit and Disability Living or Personal Independence payments in their own right

**A Discretionary Bursary** for students who are in a situation of particular financial hardship which is preventing them from making the required progress. The Education Funding Agency guidelines advise that it is best practice to pay 'in kind' rather than cash e.g. bus pass, text books, equipment and field trips. The amount of funding allocated to the individual student will depend upon the individual financial circumstances of the student and the number of students who have access to the fund.

### **1. Vulnerable Bursary of up to £1,200 per annum**

This will be paid in monthly instalments subject to the student having met an attendance target of 97% and a report from teachers to indicate that deadlines have been met and work is up to date. Before the Bursary is paid the parent, or student living independently, will have to apply using the Application Form attached and provide the necessary evidence.

**OR**

### **2. Discretionary Bursary**

Upton Hall School FCJ has been given a cash limited fund to support students from low income backgrounds to enable them to make good progress with their Sixth Form studies. The Bursary will be paid monthly (students will be required to provide receipts) subject to the student having met an attendance target of 97% and a report from teachers to indicate that deadlines have been met and work is up to date. Before the Bursary is paid the parent, or student living independently, will have to apply using the Application Form attached and provide the necessary evidence. The value of the Bursary Allocation will depend upon the financial circumstances of the student and the number of students who are eligible for an award.

The following will be taken into account when determining a student's eligibility:

- (1) Whether the student is entitled to free school meals
- (2) If the student's household is on a low income (below £23,000) or in receipt of an 'income based benefit'. By 'income based benefit' we mean the following:
  - Income Support
  - Working Tax Credit/Child Tax Credit
  - Income based Employment and Support Allowance
  - Other benefits and pensions
- (3) If exceptional financial circumstances apply, evidence of income must be supplied via pay slips, details of entitlement to other benefits (e.g. Widow's pension, Disability Living Allowance), insolvency details etc.

### 3. Application, Assessment and Payment

- Check the criteria carefully to ensure that you are eligible for a Bursary. You may wish to seek the advice of the Business Manager, Mrs D Chesters.
- If you think that you are eligible then a parent, or student if living independently, completes the Application Form attached to this Guidance, and submits it to the School Business Manager, Mrs A Darroch, who will obtain the authorisation of the Director of Sixth Form or, in her absence, that of one of the Deputy Directors.
- An assessment of the financial circumstances is made using the evidence supplied, it may be necessary to interview students to determine their needs.
- Payment to reimburse students will be made at the end of calendar month (25<sup>th</sup> of each month) from October – July, of each academic year. Students should complete a claim form and submit this to Mrs Darroch with receipts. **These payments will be made directly to the student's bank account.**

### 4. Appeal

Parents, or student if living independently, have the right of appeal against the decision made. A letter stating the reasons for your appeal, setting out the case fully and providing additional evidence should be submitted to the Head, Mrs P Young. A Panel consisting of members of the Governing Body will consider the Appeal. Their decision will be final.

#### Please note

You should either hand your Application, in an envelope marked ***Student Bursary for the attention of Mrs A Darroch***, to a member of staff in the Finance Office or post it to the following address:

**The Business Manager  
Mrs A Darroch  
Upton Hall School FCJ  
Upton  
Wirral  
CH49 6LJ**