

The logo consists of several overlapping red circles of varying sizes, with a small solid red circle at the top left.

ST. JOSEPH'S
CATHOLIC COLLEGE

St Joseph's Catholic College

16-19 Bursary Funding Guidelines Policy 2014-2015

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1. Statement of Intent

The 16-19 Bursary Scheme aims to help students aged 16 and under 19 on 31st August 2014 who are facing financial hardship in education. The College will be responsible for awarding the bursaries for students, which will be based upon proven hardship need.

Evidence will be required and retained in accordance with audit requirements following the guidance written in line with the EFA 16-19 Bursary Fund Guidance 2014-2015.

Eligibility for Bursary

The Student must be aged 16 or over, but under 19 on 31st August 2014. Where a Student turns 19 during the academic year of study, they can continue to be supported until the end of the academic year in which they turn 19, or the end of the programme of study. Institutions may, in exceptional circumstances, use their discretion to pay bursaries to younger students.

The student must satisfy the criteria as set out in our Funding Guidelines, which complies with EFA Funding Guidance 2014 /15. The Student must be studying a course up to level 3 that is subject to inspection by a public body. Young people on waged apprenticeship programs, HE Courses or those on day release from prison or a young offender institution are not eligible to apply for support.

2. Guaranteed Bursary

Eligibility

The Higher Bursary is an award of up to £1200 per Year, intended for young people in care, care leavers, young people in receipt of Income Support or Universal Credit in their own name, and disabled young people in receipt of both Disability Living Allowance plus Employment Support Allowance in their own name, or those who claim both Employment Support Allowance plus a Personal Independence Payment in their own name.

A completed application form and appropriate evidence will be required such as:

- 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 provides their leaving care services.
- A completed application form and appropriate evidence.

Pro-Rata Awards for the most vulnerable

Vulnerable students studying part time or on a course lasting less than 30 weeks can apply for an appropriate proportion of the £1200 Bursary (previous criteria applies).

3. Discretionary Bursary

The College also has money to help students who are not in the groups above but face genuine financial barriers to attending the College. A discretionary bursary is awarded to the student based on your specific requirements and cannot be awarded for costs unrelated to your programme of study, for general expenses or used as an attendance incentive. Bursaries are usually awarded for transport and/or course costs.

Eligibility

Young people who have a household income of £16,500 or under.

Evidence will be required using proof of Parent(s) / Carer(s) means tested benefit such as: Income support or Universal Credit Letter, JSA (income based) letter, ESA (income based) Pension Credit Guarantee element, Working Tax Credit award, Housing Benefit award along with a completed application form.

Contribution towards course related costs only

Contribution towards course related costs (subject to available funding).

Eligibility

Young people who have a household income of over £16,500 and under £21,000 may be able to apply for a contribution towards essential course related costs/ exceptional travel costs.

Evidence will be taken using the B1 application form; proof of income will be required such as wage slips, bank statements. Individual circumstances will be considered.

Discretionary help may be available in exceptional circumstances.

All these funds are subject to availability.

4. Roles and Responsibilities

How do learners apply for help?

Students should contact Mrs Baxter, KS5 Senior Administrator, initially for an application form and guidelines.

All applications are treated confidentially and we aim to respond in writing within 21 working days as to the decision.

Payments for the bursary will usually be made by BACS into the Student's bank account.

Payments for the Bursary will usually be made on a monthly basis from October until June, subject to attendance checks.

Payments for the Discretionary Bursary will usually be made once a term subject to attendance checks.

Applications for the Discretionary Bursary received after the Christmas holiday **will not be** backdated for the first term.

4. Students Responsibilities

Bursary Process

Student Attendance Agreement

Before the student can receive their first Bursary payment they must sign the student attendance agreement and agree to the following:

- Attend all timetabled lessons.
- Be punctual to lessons each day (not late).
- Provide the College with a written explanation for any absences or lateness.
- Work to the best of their ability.

- Meet appropriate standards of behaviour (by abiding by the rules set out in the Student Code of Conduct).

The student's parent will be required to sign the Parent Declaration on the application form.

Time keeping/lateness

- Evidence of time keeping will be taken from the marked Attendance Records. Students who are late for lessons must notify Mrs Baxter, KS5 Senior Administrator in advance with the reason for their lateness and make sure they have been marked on the register as attended (or Notified absence).
- If the student is due to go on work experience/study leave, they must advise Mrs Baxter.

Absence/Sickness

- A pattern of lateness may result in the bursary payments being affected.
- If the student is unwell or unable to attend a lesson they must phone Mrs Baxter on 01793 714243 before their lesson has started on each day of absence.
- The student will usually be required to have a minimum of 95% attendance in order to receive any bursary payment.
- An emerging pattern of non –attendance due to sickness is unacceptable. It is not acceptable to regularly miss the same days/lessons. The Attendance Officer will use discretion in accepting isolated periods of genuine sickness.
- Any un-notified absence will be considered to be unauthorised, unless there is a suitable reason otherwise.
- If the student knows in advance that they are going to be absent they should apply for authorised absence (i.e. religious celebration, hospital appointment, university open days).
- If the student did not know about the absence in advance, the Attendance Officer will consider if the absence was really unavoidable, taking into account the absence record.
- Doctors, Dentist appointments, driving lessons and holidays should be made outside the college timetable.

5. Staff Responsibilities

Stoppage of Bursary payments

Bursary payments may be stopped for any of the following reasons:

1. Unauthorised absence from lessons/patterns of absence
2. Lateness to lessons.
3. Any breach of the Student Learning Agreement/Student Code of Conduct
4. Attendance falls under 95%

Where there is a problem with absence (attendance under 95%), punctuality, work assignments not being completed or any breach of the student code of conduct the matter can be referred back to Mrs Foley, Head of Post-Sixteen or Mrs Baxter, KS5 Senior Administrator.

6. The Appeals procedure

The KS5 Senior Administrator will inform the student why their payment has been stopped. If the student feels that the decision to stop the payment was unfair, they can try to resolve the problem directly with KS5 Senior Administrator or Head of Post-Sixteen. If this is unsuccessful the student/ parent/carer has the right to appeal.

The Student will be given the opportunity to present their case within 10 working days and have a representative present (e.g. student rep or student union officer).

The College is obliged to provide only one appeal hearing and an appeal decision is final.

Appeals

An appeals procedure is in place to ensure that all learners who are unhappy about the decision made regarding their help from the 16 – 19 Bursary Funds are treated equally and are given the right to appeal.

Confidentiality

For audit purposes, hard copies of all documentation will be kept for a period of six years. The Principal and Finance Manager have the right to see all documentation should the need arise. The information will also be available for audit purposes. Some records may be computerised but these will be held in confidentiality and in compliance with the Data Protection Act.

Equal Opportunities

No applicant will receive less favourable treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.