

St John's Marlborough

16-19 Bursary Fund for Academic Year 2020/210

Information for Students and Parents



Background

On 28 March 2011 the Government announced a new 16-19 Bursary Fund to tackle disadvantage and support young people to participate in and benefit from post-16 education and training. St John's has been allocated funding which is designed to help support those young people who face the greatest barriers to continuing in education or training post-16.

The fund comprises two elements:

1. Guaranteed Bursary.

£1,200 for students in the defined vulnerable groups:

- those in care
- care leavers
- young people in receipt of income support or universal credit
- disabled students in receipt of Employment Support Allowance, who are also in receipt of Disability Living Allowance or personal independence payments.

Funding for these students is held centrally and St John's will draw down funding on demand from the Learner Support Service.

2. Discretionary Bursary

The bursary will be targeted towards those facing financial barriers to participation. This award can be used to pay for items such as the cost of transport, books, trips and equipment. Consideration for discretionary payments will be based on household income (see Eligibility section) and priority will be given to students entitled to Free School Meals, however any student in financial difficulties is welcome to apply.

St John's receives a fixed grant for discretionary bursaries. It is expected that most of the funding for 2020/21 will be distributed in the academic year.

Eligibility

To be eligible to receive a bursary the student must be aged below 19 on 31 August in the academic year in which they start their programme of study. In general, bursaries will be paid to students who are 16 or over on 31 August 2020. In exceptional circumstances bursaries may be awarded to younger students where they are following an accelerated programme.

Guaranteed Bursary

Students in the defined vulnerable group will be eligible for a bursary of £1,200 (pro-rata for courses lasting less than 30 weeks a year).

The school is responsible for identifying students who are eligible for this payment. In doing so they will seek appropriate evidence such as:

- An awards notice setting out the benefit to which the student is entitled;
- Written confirmation of the student's current or previous looked after status from the local authority which looks after them or provides their leaving care services.

Discretionary Bursary

This award is aimed at those students facing financial barriers to participation and can be used towards the costs of transport, meals, books, educational trips and equipment. Any student who is in genuine need of financial support can apply.

Students can apply for this award if:

- They are eligible for free school meals, the school retains proof of eligibility and therefore no further evidence is required.
- The annual household income is below £30,000, this can be evidenced by receipt of a copy of Tax Credit Notice (Form TC602) or proof or receipt of Income Support; income based jobseekers allowance; income related employment and support allowance or pension credit.
- They feel they are in genuine need of financial support.

How to apply

Application for the bursary must be made using the St John's Bursary Fund application form and be supported by appropriate evidence of eligibility at the start of the academic year.

Students must also include an outline of their needs in relation to the courses that they are following.

Completed application forms should be returned to Director of Sixth Form in an envelope marked as below:

Personal & Confidential for Director of Sixth Form
St John's Marlborough
Granham Hill
Marlborough
Wiltshire
SN8 4AX

The deadline for applications is **Thursday 1st October 2020**. Provided there are no changes in circumstances students only need to make one application per academic year.

Change of Circumstances

Any changes in circumstances will be considered prior to the payment of each instalment. An application form should be completed with supporting evidence and submitted as detailed above.

Application forms must be submitted to Mrs Haig-Williams by **6th January 2021 or 12 February 2021** for consideration for payment from the second and third instalments.

Assessment and award

The responsibility for deciding who receives the awards and the level of payment based on the criteria above will be the Awards Committee. This will consist of Director of Sixth Form, Director of Intervention and Finance Manager. The Awards Committee will assess the students' actual need for financial assistance before determining whether to award a bursary.

The Bursary Fund is allocated to the school each year and once distributed the school will be unable to award further bursaries until the next academic year.

Applicants will be notified in writing whether their application has been successful and where applicable the level of award granted.

Appeals relating to the award should be made to the awards committee. Any complaints regarding the treatment of an application should be made using the school's normal complaints procedure.

Payment of Bursaries

Payments will be made in three instalments, in October, January and March (plus in May if there are surplus monies; this will be linked to **attendance, work rate and behaviour in school**). All payments will be paid directly to students by BACs. Students will be sent an award notification letter.

Students may elect to have the bursary paid towards the cost of the SN10 bus pass paid directly.

Qualifying Condition

Receipt of the maximum qualifying bursary will be conditional on students meeting agreed standards as listed below:

- Attendance – Overall attendance 95% or higher.
- Behaviour – No cause for concern
- Work Rate – Appropriate work rate and completion of course work

All qualifying conditions will be re-assessed prior to each payment to ensure compliance.

Lower payments may be made to students who do not meet the attendance criteria but who have demonstrated sustained attainment and achievement in their courses.

Exceptional circumstances

If a student does not meet the standards due to exceptional circumstances, this will be taken into account. Exceptional circumstances include caring for a sick or disabled relative or a long term health condition.

Retained Contingency

The school will retain a contingency to cover the cost of bursaries awarded throughout the academic year due to changes in circumstances of individual students. This contingency less any administration costs (5% of total allocated fund) will be reviewed prior to the final payment and increased payments may be made to eligible students. St John's will aim to distribute all allocated funds in a single academic year. Underspend can be rolled forward to be used in a subsequent year.

St John's Opportunity Fund

St John's Opportunity Fund provides financial support to students for school trips. It is expected that Sixth Form students will use Bursary Funding for school trips, and so would not qualify for the Opportunity Fund.

Appendix A

Discretionary Bursary Funding Guidance 2020-2021*

Household income**	Discretionary Bursary /year
Up to £20,000	£800
£20,001 -£25,000	£450
£25,001 - £30,000	£250

Payment will be made in three instalments, in October, January and March.

Additional payments may be awarded in May if there are surplus monies.

*The amount in the table is for **guidance only**. The actual amount paid depends on the number of qualifying applicants in any given year. Also, the final payment may be less or greater, and will depend on the remaining balance of the Bursary fund.

**household income is income that is taken into account for assessment for child tax credits or for income tax purposes, plus any maintenance payments.