



Chipping Campden School

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16-19 Bursary Policy

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The 16-19 Bursary Funds are paid by the Education and Skills Funding Agency (ESFA) to Schools so that they can provide financial assistance to students whose access to education might be inhibited by financial barriers.

The 16 to 19 Bursary Fund has 2 elements:

Bursary for young people in defined vulnerable groups:

- Eligible students within the defined vulnerable groups, will receive a bursary of up to £1,200 per year if they are on a study programme that lasts for 30 weeks or more and if they need that amount of support.

Discretionary Bursary:

- These awards are targeted towards those young people who face financial barriers to participation in education, such as the costs of transport, meals, educational visits, books, and equipment. The awards are aimed to fit the needs and circumstances of individual students and are at the discretion of the person appointed by the Principal to manage the School's bursary funds. The fund is not intended to support costs not related to education (living costs), extra-curricular activities or provide learning support – services that institutions give to students – such as counselling, mentoring or extra tutoring.

Eligibility

To be eligible to receive a 16 to 19 Bursary a student must be under 19 years of age on the 31st August in the academic year in which they start their programme of study.

Bursary for young people in defined vulnerable groups

Students who are defined as being in a vulnerable group can apply for a maximum bursary of £1,200 if at least one of the following conditions applies:

- They are in or have recently left local authority care
- They receive Income Support or Universal Credit because they are financially supporting themselves.
- They are receiving Disability Living Allowance in their name and either Employment and Support Allowance or Universal Credit
- They receive a Personal Independence Payment in their name or Universal Credit.

Discretionary Bursary

Students can apply for a discretionary bursary where:

- Family income does not exceed £25,000 per annum.

Discretionary bursaries are based on individual need and appropriate evidence of eligibility. Bursary applications require evidence of family income, and the amount awarded depends on what is needed to access a programme of study.



The provision of financial support will be monitored by the School and if it is deemed that it is not supporting academic progress than alternative support may be put in place following discussions with parents/guardians and student.

Information relating to applications will be treated confidentially.

Applications and Assessment

All students joining or continuing with the Sixth Form at the start of September will be given information about the bursary. Copies of all documentation and the application form can be found on the website and can be collected from the Head of Sixth Form who can also provide assist to complete.

A new application form must be submitted each year for consideration. There is no guarantee that funding will be available for future years, even if you are eligible for the current year.

All applications will be kept in the strictest confidence.

The School will make every effort to ensure that all those students entitled to bursaries receive such support.

All applications should be received by the School Finance Office by the end of **September** and students will be informed of the result of their application before the end of **October**.

If circumstances change students can make applications later in the academic year.

Signed Declaration

At the end of the application form, students and their parent/carer must sign a declaration.

Students and their families should be aware that if false or incomplete information is submitted, the matter may be referred to the Education and Skills Funding Agency and/or the police, with the possibility of prosecution. The Sixth Form will seek to recover any payments the student is not eligible for, and the student could receive either a fixed term or permanent exclusion from the School.

Process following submission

The application form and supporting documents will be checked. They will be stored securely and will only be used for the purpose of assessing their eligibility for the Bursary Fund.

The person appointed by the Principal to manage the School's bursary funds will then consider each application.

Details of all successful applications will be passed to the Finance Department, together with level, timing and conditions of the bursary awarded.

Payments

Payments to students will be made in 3 instalments for the period of time that the student continues with their programme of study and meets the requirements of the Sixth Form Agreement. The payments will be made in November, December and March.



We must be notified in writing of any changes to the information provided, which may affect the eligibility of the bursary. If the student fails to abide by the Sixth Form's attendance and behaviour policies, we may ask for the award to be returned or withhold payments.

If a student leaves school before the end of the academic year, they will only receive payments for the time that they attended the Sixth Form.

Students entitled to bursaries joining the school later in the academic year will receive a pro-rata allocation.

Students must open a bank account as payments will be made from the school directly to their accounts. Any student faced with difficulties in opening a bank account should immediately contact the Head of Sixth Form.

Right to Appeal

If you are not satisfied with the outcome of your application, you have the right to appeal against the decision. You should follow the School's normal complaints procedure.