



### Introduction

The 16 to 19 Bursary Fund at Richard Challoner School is funding provided by the Government to pass on to students who need financial help to stay in education. The funding may be used to support with direct costs of study such as equipment, resources, books, travel and trips/visits. It can include help towards the cost of university open days and interviews. The funding is available to assist those full-time students aged 16-19, in line with Government recommendations. Funding is limited, allocated on a priority basis and the level of funding agreed on a case by case basis.

There are 2 types of 16 to 19 bursaries:

#### 1. Vulnerable bursary

Students who are in one or more of the groups below, can apply for a vulnerable bursary of up to £1200 (as long as they are full time and their course lasts for 30 weeks or longer. Pro rata bursaries are available for those students on a part time course. The defined vulnerable groups for students are:

- in care
- care leaver
- getting Income Support or Universal Credit in place of Income Support in the students own name
- getting Employment Support Allowance (or Universal Credit in place of ESA) and Disability Living Allowance or Personal Independence Payments in the students own name

Proof of eligibility must be provided to Richard Challoner School, in order for the application for this bursary to be made.

#### 2. Discretionary bursary

Richard Challoner may make discretionary bursary awards to students to help them overcome the individual barriers to participation that they may face, for example to help with the cost of transport, meals, books and equipment.

As the discretionary bursary is targeted at those students who most need financial help, Richard Challoner School will use household income to assess the level of financial support awarded to each student.

Level of need will be determined as follows:

**Band 1** – Free School Meal eligibility (annual household income of £16,190 or less)

Free lunches will be provided, all curriculum expenses will be covered and up to 100% contribution towards trips, visits and travel expenses.



**Band 2** – annual family income of £20,000 or less

All curriculum expenses will be met and up to 75% towards trips and visits. A contribution towards travel and uniform will be agreed.

**Band 3** – annual family income of £25,000 or less

All curriculum expenses will be met and up to 50% towards trips and visits.

**Appendix 1** has other examples of contributions the school will make.

In order to process a request for funding, proof of income will be requested to support the application, such as:

- a letter from the Department of Work and Pensions showing receipt of benefits
- a P60
- a Tax Credit Award Notice
- evidence of your family's annual income
- 3 months' worth of payslips or bank account statements

If you would like to apply for funding, but think that you may have difficulty obtaining evidence, please speak to us as soon as possible

### **Eligibility**

To be eligible to receive a bursary in the 2019/2020 academic year, students must be aged 16 or over but under 19 at 31/08/2020.

Students aged over 19 won't be eligible for the bursary unless they have a EHCP plan or are continuing on a course started when they were 16 and 18. (known as a 19+ continuer)

Students aged 19 or over are not able to get the vulnerable student bursary.

Students must satisfy the government's criteria for residency and proof of identity (passport and birth certificate) must be provided.

There is no deadline for applications as financial need through the academic year may change – please do keep the school fully informed of these changes at all times.

Parents must sign to confirm that they are eligible for this funding and that the evidence provided is true and accurate to the best of their knowledge. False information may result in future payments being withheld and a recovery of funds already paid.



### **Raising Awareness**

Richard Challoner will publish clear statements about their bursary funding and will promote bursary funding to all students who may be considering a place at the sixth form, during the application process. Information regarding the funding and application process will be available from the sixth form staff as well as on the school website. Confidentiality with this will be emphasised at all times.

At the welcome evening at the beginning of year 12, all parents and students will be advised of the bursary funding and information provided to any family who requests it.

In addition, letters to previous pupil premium or free school meal families (ex year 11 pupils, known to the school already) will be set home in September, advising them of the bursary funding and making them aware of how to apply.

### **How to Apply**

Applications forms (for parents and learners) are attached to this policy as **Appendices 2 and 3** and are also available as separate documents on the school website or from the school bursar.

Once funding is approved, payments will be made via BACS directly into the students own bank account.

The school bursar, Mrs Harvey can be contacted at any time to offer help and support with the process. She can be contacted by email at [Stephanie.harvey@challoner.kingston.sch.uk](mailto:Stephanie.harvey@challoner.kingston.sch.uk)

If you have any queries, questions or need help with the process, please do ask for assistance

All conversations and documentation provided for this process will be kept in the strictest confidence, and all data provided will only be used within Richard Challoner School. No information will be shared with any third parties.

### **Attendance and Behaviour**

If students are successful in their application for funding, they will be asked to sign the Bursary Fund Contract (Appendix 4) to say they will comply with certain conditions of punctuality, attendance and behaviour. Students who fail to comply with the terms of this contract may have bursary funding payments stopped.

### **Right to Appeal**

The school will endeavour to act with complete fairness at all times. If you wish to appeal against the outcome of your application you may write to the Bursary Fund Appeals Panel, c/o Mrs Silvester, the Headteacher's PA. The panel will consist of the Headteacher and two Governors of Richard Challoner School.



#### **Appendix 1**                      **16-19 Bursary Fund Proposed contributions**

As a school we have a set amount of funding to share between all Bursary Fund applicants. Given the current number of applicants we have devised a list of contributions that we are currently able to make. If we receive any further applications we may need to revise this list.

We have researched high street shops/outlets for suitable clothing for Sixth form daily wear and have taken into account prices of the items and as our contribution towards the purchase of these items, have agreed the following figures:

Suits (one only).....up to £50

Shirts/Blouses (maximum 3).....up to £10 each

Ties (maximum 3).....up to £5 each

Shoes (one pair only).....up to £25

Outer coat/jacket (one only).....up to £35

School bag/Rucksack.....Up to £25

All receipts will be required before any payments can be reimbursed.

It has been agreed to pay the following in full:

Games shirt

In addition to this, payments may also be made for:

Daily school meals.....up to £4 (unless in receipt of School Meals)

Any Curriculum resources ..... variable amounts (will be paid direct)

Such as art materials, text books, revision guides, English texts, DT/Food materials

Travel.....variable amounts (receipts required)

School trips.....variable amounts (will be paid direct)

Travel to University open days/Interviews..... variable amounts (receipts required)



#### Appendix 2

#### 16-19 Bursary Fund Application – Student Details

Prior to completing this form, please read the 16-19 Bursary Fund Policy. Proof of entitlement will be required to allow the processing of this form.

Surname/Family Name:	
First Names:	
Date of Birth:	
Address:	
Post Code:	
E-mail Address:	
Mobile Phone:	

#### Bank or Building Society Details

To receive payments, you must have a bank account in your OWN NAME that will accept BACS payments. If you do not have a bank account you need to open one BEFORE completing this form.

Name of Account Holder:			
Name of Bank:			
Branch:			
Sort Code:			
Account Number:			
Signature:		Date:	

I confirm that the details are true and accurate, and understand that false claims may result in future payments being withheld and the recovery of payments already made.



#### Appendix 3                      16-19 Bursary Fund Application - Parent/Carer Details

Prior to completing this form, please read the 16-19 Bursary Fund Policy. Proof of entitlement will be required to allow the processing of this form.

Surname/Family Name:	
First Names:	
Date of Birth:	
Address:	
Post Code:	
National Insurance Number:	
Date of Birth:	
Email Address:	
Household Income (gross)	

The details above will be used to run an eligibility check for free schools meals. They will be stored securely at Richard Challoner School and will not be shared with any other parties.

Proof of household Income needs to be provided – this can be in the form of a benefits letter, P60, payslip, bank statements, but will need to prove the total income for the household. All information provided will be kept in the strictest confidence and will not be shared outside of Richard Challoner School.

I confirm that all information on this claim is true and accurate. I will notify Richard Challoner School if my financial circumstances change and my eligibility for Bursary funding is no longer valid.

I understand that false claims may result in future payments being withheld and the recovery of payments already made.

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Signed Parent/Carer

Date



#### Appendix 4

#### Richard Challoner School 16-19 Bursary Fund Contract 2019/2020

This contract is an important document. Please read it carefully before signing below. The school will keep a copy in your file.

This is an agreement between you (the student) and Richard Challoner Sixth Form confirming the following requirements:

- ❖ 100% attendance and punctuality each week
- ❖ Attendance at all subject lessons, PSE, General RE, Games and all compulsory Sixth Form Events.
- ❖ A HIGH standard of attitude and behaviour
- ❖ Maximum effort to meet target grades for every subject
- ❖ Production of your current passport and birth certificate for identification purposes.

I have read and understood the above contract and understand that I must adhere to ALL the above requirements if any Bursary Funding is to be paid to me.

#### Richard Challoner Student:

Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Payments cannot be authorised until this form has been returned and verified.

