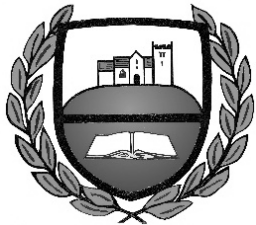




CHOSEN HILL SCHOOL & SIXTH FORM

16 – 19 Bursary Fund Policy 2024 – 25

Policy reviewed: June 2024



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1. Summary

The Bursary Fund provides financial support to help Sixth Form students overcome the specific financial barriers to participation they face so they can remain in education.

There are two types of bursaries:

- **Vulnerable Bursary** For young people in one of the defined vulnerable groups.
- **Discretionary Bursary** Awarded by the School to meet individual needs ie. Help with the cost of transport, meals, books and equipment.

2. Eligibility Criteria

For students to be eligible for the bursary fund, they must meet the age and residency criteria as listed below:

- Be enrolled in a full-time or part-time course
- Are 16 years and over and under 19 years of age on 31st August in the academic year in which they start their programme of study
- Fulfil the residency criteria in the ESFA Funding Guidance for young people 2024/25

3. Bursary Groups

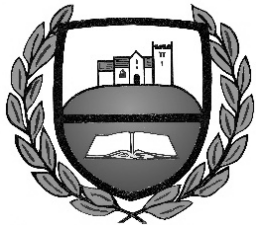
- **Bursary Level 1 – Vulnerable Student Bursaries**

Eligible students who fall into one of the following categories and may be approved up to £1,200 in bursary funding.

- Are currently in care (as defined by Social Services)
- Are leaving or have recently left care
- Are in receipt of Universal Credit or Income Support in their own name
- Are disabled and in receipt of both Employment Support Allowance and Disability Living Allowance (or Personal Independence Payments).

- **Bursary Level 2 – Discretionary Bursaries (Household income below £35,00)**

This is based on the financial position of the student's family, and their needs to continue in education. To be eligible, the student's family household income must be **below £35,00 per annum** to include income from employment, pensions payments, jobseeker allowance, universal credit, all tax credits including child tax credit and working tax credit, however, child benefit may be excluded.



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- **Bursary Level 3 – Discretionary Bursaries (for pupils not in the above category)**

The 16 – 19 Fund is limited. If funds remain after the above bursaries, students not in receipt of the above bursaries may apply towards the costs of transport, equipment, school trips in the UK, etc. Decisions will be made on a case by case basis, and must demonstrate a real need for assistance. Students applying will be required to provide evidence of family income. Evidence of payment of costs will be required (please ensure you keep receipts where possible).

4. How to Apply

You can get an application form from Mrs Bowden in the Sixth Form Office or you can download a copy from the Chosen Hill School website under the Sixth Form tab.

Details required

- Student details
- For vulnerable bursary applications – confirmation of status
- For discretionary bursary applications – confirmation of income
- Student educational requirements (see section 7)
- **Student's bank details – in their own name**

Important

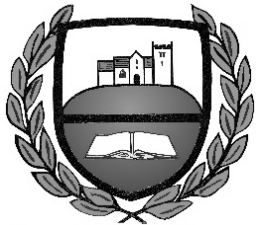
- Students and their parent/carer must take great care to ensure information provided to the School is true and complete to the best of their knowledge and belief. Giving false or incomplete information (ie undeclared income) may result in future payments being stopped and any incorrectly paid funds being recovered. It may also result in a referral to the police with the possibility of the student and/or their family facing prosecution.

5. Evidence required:

Applications must be supported with sufficient evidence:

Bursary Level 1 – Student is in receipt of:

- Universal Credit
- Income based Employment and Support Allowance (ESA)
- Disability Living Allowance (or Personal Independence Payments)



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Bursary Level 2 – proof of household income. Examples of acceptable proof of total household income are as follows:

- Payslips covering the most recent three months
- Universal credit award notices covering the most recent three months
- Tax Credit Award Notification dated within the last three months
- Housing Benefit and/or Council Tax Benefit documentation covering the most recent three months
- P45s dated within the last three months
- Guaranteed Pension Credit
- P60 dated within three months
- Certified evidence of self-employment income from the Inland Revenue
- Free School Meal eligibility
- If any of the supporting documentation supplied is not sufficient to make an assessment, 3-6 month's of bank statements will be considered.

6. Assessment Procedure

Important

All applications and evidence must be submitted **by Friday 11th October 2024**. Late applications will always be considered depending on funds remaining to be allocated but payment cannot always be backdated.

Please note an application will not be assessed unless the details and documentary evidence provided for proof of household income are complete.

There are three tiers within the Level 2 Bursary:

Tier	Eligibility Criteria for Level 2 Bursaries
A	Students in receipt of Free School Meals
B	Students with family income below £16,190 not on free school meals
C	Students with family household income between £16,191 and £35,000

The maximum amounts awarded to the three tiers is dependent on:

- Number of applications that qualify for bursary and have been received by the deadline.
- The amount of government funding available
- Actual requirements of individual students



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Important

- For Tier B and C – evidence of household income for all parent(s) is required to support the application.
- Students who are in receipt of Free School Meals (Tier A) will not be required to provide evidence of income – subject to confirmation from Gloucester County Council. You can find out if you are entitled to free school meals by visiting the Gloucestershire County Council website [Apply for free school meals | Gloucestershire County Council](#)

7. What Can I Spend My Bursary On?

The bursary can be spent on the essential costs of participating in your study programme. This could include, but is not limited to, the following:

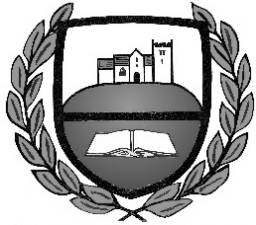
- Text books or other books related to your subjects (which are returnable to the school at the end of the study programme).
- Stationery/revision aids (which are returnable to the school at the end of the study programme).
- Laptop, tablet, etc. (which are returnable to the school at the end of the study programme)
- School trips and visits
- School lunches (money will be added to your cashless catering account for use in the canteen)
- Equipment for your course.
- Transport costs – bus or train fares (with proof of costs incurred e.g. receipts, tickets, etc)
- Transport for university/job interviews
- School uniform/sports kit (with proof of costs incurred e.g. receipts)
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If you are unsure if something could be included or not, please ask Mrs Bowden in the Sixth Form.

8. Payments

In order for students to be paid, they must complete the following steps:

- a) Students are required to keep all receipts for transport/items they wish to claim for and hand them to Mrs Bowden – Sixth Form Administrator. (Where possible ask the school to purchase items for you ie books, equipment)
- b) If a bursary is awarded to school meals, a daily amount will be credited to you student school account.
- c) Payments are issued on a monthly basis for transport. At the end of each month receipts will be reviewed to ensure they meet the criteria of the bursary fund you were awarded. A BACS payment will be made the following month.



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Important

- It is imperative that all receipts are presented for a claim
- Payments may only be made with receipts
- Full payment of the bursary to the student is dependent on fulfilling the conditions laid down in the **Learning Agreement for Bursary Students** which is attached to the application form.

9. Appeals

Students are entitled to appeal against the decision made in relation to their application for a Bursary or the withholding of payments. Students should write a letter of appeal to Mr Matthew Pauling. This will be forwarded for consideration by the Appeal Panel of the school.