



Headteacher: Niamh Arnall

16-19 Learner Funding Bursary Policy

The Sixth Form Bursary Scheme provides financial support for students who have difficulties meeting the costs incurred in accessing their KS5 programme such as transport, food, books, equipment, school trips, university open days and interviews, but we want the students to choose the best needs for the money based on their educational needs. The bursary scheme is funded by the EFA (Education Funding Agency) for eligible students.

There are two types of 16-19 Bursaries:

1. A Vulnerable Bursary of up to £1,200 a year for students who:

- are or have been in Local Authority Care or living with Foster Parents
- are claiming Universal Credit or Income Support in their own name
- are in receipt of Employment Support Allowance and Personal Independence Payment or Disability Benefit in their own name

2. A Discretionary Bursary for students:

- who are in receipt of Free School Meals
- who are young carers
- whose household income is less than £20,000 per annum (please note we are happy to consider annual household income up to £25,000, but it will depend on our funding from the EFA)

If a student wishes to make an application to the discretionary fund for any other reason (for example, financial hardship arising from a sudden change in family circumstances), we will consider your application based on the evidence received. A covering letter should specify your circumstances and all relevant evidence should be enclosed.

Discretionary awards are not a specified sum of money, but are dependent on the funding allocation the school receive every year.

For both types of Bursary, students must be aged between 16-19 at the start of the course date, be enrolled at Finchley Catholic High School and **do a minimum of 15 hours plus PSHE and Core RE and**

- are a 'home' student or a 'European Economic Area' student **or**
- are under 19, have applied for Asylum to the Home Office and have been resident in the UK for 3 years **or**
- have been granted exceptional leave to remain or enter, or humanitarian protection, or discretionary leave, or indefinite leave to remain or full refugee status by the Home Office

Payments

Payments will be split into equal weekly payments for the duration of the course, excluding holidays and will be made half-termly by way of BACS payment, payable to the student only.

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Payments will only be made if the student has 100% authorised attendance and no more than 2 late marks for each relevant week. Serious incidents of poor behaviour resulting in internal or external exclusion will also result in bursary payments being withheld. The school will always consider individual circumstances before withholding any payment and will ensure that by withholding funding it will not stop students attending and undermine the purpose of the bursary fund.

How to apply

Please visit our website (FCHS Sixth Form) and download the Student Application Form and the Parent Application Form. These should be fully completed by both the student and parent as appropriate and given to Mrs Cronin, Sixth Form Administrator, together with the **supporting evidence** relating to proof of household income.

Evidence

All applications must be supported by appropriate evidence disclosing proof of income showing that you are currently in receipt of a means tested benefit, a disability benefit or are a child in care. This evidence must be current and relate to the address registered to the student. Copies of evidence will be retained by the school to provide financial assurance as required.

Acceptable supporting evidence for the **Vulnerable Bursary** will either be:

- a statement from the Local Authority confirming the student's current or previous looked after status
- Recent Entitlement or Award Statement setting out the benefit to which the student is entitled

Acceptable supporting evidence for the **Discretionary Bursary** will be:

- Personal Independence Payment (Disability Allowance)
- Universal Credit (Income Support) – **Please provide the 3 most recent monthly award statements**
- Job Seekers Allowance
- Working Tax Credit
- Child Tax Credit
- Pension Credits
- P60 End of Year Certificate

Applications received without supporting evidence cannot be processed.

Decisions

All applications will be assessed by the Director of Sixth Form and Sixth Form Administrator. Parents will be notified by letter of the outcome.

Right to Appeal

If any student or their parent/carer are not satisfied with the outcome of their application, they should write to the Headteacher, outlining their reasons. This will then be considered by the Headteacher and a response will be made within 2 weeks of receiving the information.

Student Withdrawing

Where a student is in receipt of a bursary and withdraws from the school, bursary payments will cease from the date of withdrawal.