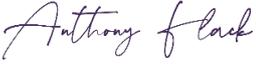




**TOWNSEND**  
CHURCH OF ENGLAND SCHOOL

**16-19 Bursary Policy**

<b>Last reviewed</b>	<b>September 2024</b>	<b>Next review</b>	<b>September 2025</b>
<b>Review period</b>	<b>Annually</b>	<b>Reviewed by</b>	<b>LGB</b>
<b>Headteacher Signature: Anthony Flack</b>		<b>Chair of Governors Signature: Helen Quenet</b>	

## Document Control

<b>Date modified</b>	<b>Description of modification</b>	<b>Modified by</b>
30/09/2024	<ul style="list-style-type: none"><li>• Addition of Introductory statement including the School Ethos</li><li>• Section 3 - first paragraph: addition of “Students who qualify for this will need support for resources such as travel and textbooks.’ for clarity.</li><li>• Section 4 - first paragraph: addition of “or finance department”</li><li>• Section 5 - final bullet point: addition of “and bank account details will need to be provided”</li><li>• Section 6 - first paragraph: removal of “which is available below or from the Head of Sixth Form.”</li><li>• Application form – amended for clarity</li></ul>	LTH/ MTO

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## 1. Introduction

At Townsend, our vision of 'Achievement For All, Respect For All' is underpinned by the concept of 'Love your neighbour' from the story of the Good Samaritan, Luke 10:25-37. We value everyone, and show love and respect for ourselves and others, setting high standards and supporting each other so that we can all flourish. The concept of 'love your neighbour' is taught in three strands:

1. Love your neighbour – treat others as you would wish to be treated yourself
2. Love yourself – self-care is important, look after yourself physically, mentally and spiritually
3. Love the journey – whether academic or personal, Townsend supports everyone's journeys to enable you to flourish individually and collectively

Our school aims to:

- Have clear and transparent processes for the use and allocation of 16 to 19 bursary funds
- Make clear to parents/carers and students the type of support that is available and the means of applying for it
- Make clear to parents/carers and students the attendance and behaviour conditions for receiving the funds.

A student, who is aged between 16 and 19 years, and who might struggle with the costs of full-time sixth form education, may be eligible to receive a bursary. There are two types of bursary available to students outlined below:

1. 16-19 Bursary for Vulnerable Students
2. 16-19 Discretionary Bursary

To be eligible to receive either type of bursary, a student must be:

- aged under 19 years old on 31st August. Students aged 19 or over are only eligible to receive a discretionary bursary if they are continuing on a study programme they began when aged 16 – 18 or if they have an Educational Health and Care Plan (EHCP).
- a full time resident in the UK.

## 2. 16 – 19 Bursary for Vulnerable Students

To read about this bursary in more detail, you can access the government website here: <https://www.gov.uk/1619-bursary-fund>

A student may be able to access a bursary as a vulnerable student if at least one of the following applies:

- the student is in or has recently left local authority care
- the student receives Income Support or Universal Credit because they are financially supporting themselves
- the student receives a Disability Living Allowance (DLA) and either Employment and Support Allowance (ESA) or Universal Credit
- the student receives Personal Independence Payment (PIP) and either ESA or Universal Credit

Students who meet at least one of the above criteria may be eligible to receive a bursary. The amount received will depend on the costs that are incurred and what might be needed for a course. This might include money for books, equipment or travel costs to school. Students are not automatically entitled to a bursary if they do not have financial needs or if their financial needs are covered from other sources.

### 3. 16-19 Discretionary Bursary

Students facing financial difficulties, but who do not meet the criteria for the Bursary for Vulnerable Students, may be awarded a 16-19 Discretionary Bursary by the school. Students who qualify for this will need support for resources such as travel and textbooks. Students may be eligible to apply for a discretionary bursary if at least one of the following applies:

- The student previously qualified for free school meals.
- The student's family is in receipt of Income Support or Universal Credit

The discretionary bursary can be awarded in the following bands, please tick the band which applies to your household:

#### **BAND 1**

**Annual Household income of £20,817 or less. Students will receive:**

- A weekly allowance of £30 which is exclusively for public transport\*, learning resources or clothing (receipts required)
- Payment for essential/compulsory educational visits (school trips) during the academic year up to a maximum of £125
- Complimentary study pack at start of the school year
- Reimbursement of the cost of travel to up to 3 University Open Days or Post 18 Job/Apprenticeship interviews. (Upon production of travel receipts)
- Breakfast available from common room

#### **BAND 2**

**Annual Household income of £20,818- £25,521 Students will receive:**

- A weekly allowance of £20 which is exclusively for public transport\*, learning resources or clothing (receipts required)
- Partial Payment for essential educational visits (school trips) during the academic year – up to 50% of total costs, up to a maximum of £100
- Partial Reimbursement of the cost of travel to up to 3 University Open Days or Post 18 Job/Apprenticeship interviews. (Upon production of travel receipts)
- Complimentary study pack at start of the school year
- Breakfast available from common room

#### **BAND 3**

**Annual Household income of £25,522-£30,810 Students will receive:**

- A weekly allowance of £10 which is exclusively for public transport\*, learning resources or clothing (receipts required)
- Partial Payment for essential educational visits (school trips) during the academic year – up to 25% of total cost, up to a maximum of £75
- Partial Reimbursement of the cost of travel to up to 3 University Open Days or Post 18 Job/Apprenticeship interviews. (Upon production of travel receipts)
- Complimentary study pack at start of the school year
- Breakfast available from the common room

*\*Transport costs are only paid for public transport, not private hire vehicles such as Uber or taxis.*

Pupils who were allocated Free School Meals in Y11, will also be allocated a daily allowance for their lunch during Y12 and Y13 and be automatically allocated to their canteen lunch account.

The school also has the discretion to award payments, including where the above criteria has not been met, for example where a change in a student's circumstances creates an immediate need for financial support or to help with transport costs from specific identified post codes.

The amount we may pay will depend on individual level of need for each applicant and on how many students in total are claiming. This may include consideration into where the student is travelling from and student postcode area as part of this level of need.

For discretionary bursary awards, a student must provide a breakdown of the specific educational purpose for the funds being requested. e.g. cost of travel, books, laptop etc. Students will be asked for evidence, for example receipts, of how your bursary has been spent. If termly receipts are not provided or do not total the amount given, this can be deducted from the total bursary amount for the next term.

Evidence of financial circumstances must be provided for each band. Evidence can come from any documentation demonstrating household income – for example evidence of receipt of benefits, a P60; Tax credit notice, household pay slips. All documentation provided will be treated with the strictest confidence.

#### **4. Conditions of Bursary Payments**

To apply, parents/carers must submit the original evidence of eligibility for a bursary to the Head of 6<sup>th</sup> Form or finance department, together with an fully completed application form. Evidence must be dated within three months of the application. A list of evidence is detailed in the application form.

Applications must be made on an annual basis if eligibility continues (i.e. students progressing from Y12 into Y13 must reapply for bursary payments for the following year). Backdated bursaries are not permitted, so applications should normally be made before the end of September for financial support during the following academic year. Applications for the bursary due to a change in financial status or circumstances must be made when required to the Head of Sixth Form. These will be considered on an individual basis and a conversation with the parent/ carer applying for the bursary will be required.

All approved funding will be reviewed for eligibility on a termly basis. If there is a change in personal circumstances meaning that the student may no longer be eligible for support, this must be notified to the school at the earliest possible opportunity.

All bursary payments are conditional on:

- Sustained good attendance (minimum 95%) and good punctuality
- Students adhering to the criteria in the Learner Agreement
- Sustained good behaviour and effort in lessons and around school
- Participating fully in school life, including Cathedral visits
- Parental attendance to parent evenings

Failure to meet school expectations in terms of your attendance, behaviour and good study discipline is likely to result in bursary payments being withdrawn.

#### **5. Payment of Bursaries**

- Bursaries will be paid in arrears on a half-termly basis
- If there is an immediate need (for example, a need to buy school books or clothes urgently), then some of the bursary may be paid in advance.
- Some equipment, such as textbooks, can be ordered directly through school.
- Any money that is paid early or used to buy textbooks will be deducted from the payment made at the end of the half term.
- Any travel bursary awarded will be paid in arrears at the end of each half term on receipt of weekly/ monthly tickets for that term.
- Payments can only be made to the student directly, rather than to the parent / guardian and bank account details will need to be provided.

## 6. Application Procedure

Please complete the **bursary application form**.

Original documentation is required as proof of eligibility. The following documentation will be accepted:

Please indicate which of the following benefits/income you/household are currently in receipt of. Please send evidence to support this income.			
Type of Income		Yes/No	Evidence required
<b>A</b>	Income Support		An award letter which is less than 3 month old on the date of application
<b>B</b>	Working Tax Credit / Child Tax Credit		Pages 1-4 of your most recent Tax Credit Award
<b>C</b>	Income-based Employment and Support Allowance (ESA)		An award letter which is less than 3 month old on the date of application
<b>D</b>	Universal credit		3 most recent monthly award statements
<b>E</b>	Other Benefits/Pensions (specify)		An award letter which is less than 3 month old on the date of application
<b>F</b>	Disability Living Allowance (DLA) or Personal Independence Payment (PIP)		An award letter less than 3 months old on date of application
<b>G</b>	A total of 3 months household payslips showing annual salary		Pay slips or letter of employment/ letter from employer stating annual salary for each adult in the household

- Applications should be returned to the Head of Sixth Form.
- Further information on the 16-19 Bursary can be obtained from the Head of Sixth Form
- All applications for financial support will be treated in confidence
- Your application will not be assessed unless you give your full details and include documentary evidence of household income.

# Townsend Church of England School

## 16 – 19 Bursary Application Form

Part 1: Student Details	
Forename	
Middle Name/s	
Surname/Family Name	
Date of Birth	
Home Address	
Postcode	
Telephone     Home	
Mobile	
Email Address	

Part 2: Parent / Carer Contact Details	
Title	
Forename	
Surname	
Relationship	
Address	
Postcode	
Telephone     Home	
Mobile	
Email Address	

Part 3: Household Details		
<i>Please state who you live with and their relationship to you</i>		
Name	Relationship to you e.g. mother, father, brother, sister, partner etc.	Age if under 16


#### Part 4: Circumstances and Bursary Choice

If any of the following circumstances apply to you, please tick the appropriate box:

##### Vulnerable Bursary

- You are 16-19, receiving Income Support, or Universal Credit because you are financially supporting yourself or financially supporting yourself and someone who is dependent on you and living with you such as a child or partner
- You are looked after by the Local Authority
- You are a Care Leaver
- You are 16-19 and receive Income Support for any reason
- You are receiving Disability Living Allowance or Personal Independence Payments in your own right as well as Employment and Support Allowance or Universal Credit in their own right.

##### Discretionary Bursary

Please indicate the help you require by ticking the appropriate boxes:

- Travel costs
- Essential course costs (books, trips, equipment, uniform materials etc.)
- Meal costs
- Other (please specify).....

Please indicate which band you are applying for(provision of P60, Universal credit notes needed):

- Band 1 - Annual Household income of £20,817 or less.
- Band 2 - Annual Household income of £20,818- £25,521
- Band 3 - Annual Household income of £25,522-£30,

Please tick all boxes that apply to this application. Documentary evidence will be required to support the above requests.

#### Part 5: Declaration of residency

I declare that I have been a resident of the UK for at least 3 years

Signature of student

### Part 6: Income Details (For Household)

Please indicate which of the following benefits/income you/household are currently in receipt of. Please send evidence to support this income.

Type of Income	Yes/No	Evidence required
<b>A</b>	Income Support	An award letter which is less than 3 month old on the date of application
<b>B</b>	Working Tax Credit / Child Tax Credit	Pages 1-4 of your most recent Tax Credit Award
<b>C</b>	Income-based Employment and Support Allowance (ESA)	An award letter which is less than 3 month old on the date of application
<b>D</b>	Universal credit	3 most recent monthly award statements
<b>E</b>	Other Benefits (please specify)	An award letter which is less than 3 month old on the date of application
<b>F</b>	Disability Living Allowance (DLA) or Personal Independence Payment (PIP)	An award letter/statement less than 3 months old on date of application
<b>G</b>	A total of 3 months household payslips showing annual salary	Pay slips or letter of employment/ letter from employer stating annual salary for each adult in the household

### Part 7: Declaration

I certify that the information given above is correct and understand that Townsend Church of England School has the right to reclaim any funds and equipment costs, if I am found to have provided incorrect information or do not complete my course.

Signature of parent/carers	
Signature of student	
Date	

### Part 8: Student bank account details

Please provide the following information for the students bank account, payments will be made via BACS transfer

Name of bank	
Name on account	
Account number	
Sort Code	

Please remember to inform Head of Sixth Form of any account changes throughout the year