



Cardinal Wiseman Catholic School

Part of The Romero Catholic Academy

POST-16 BURSARY POLICY

Responsible for Policy:	Cardinal Wiseman Local Academy Committee
Date Approved:	9 October 2019
Cycle of Review:	2 years
Next Review Date:	October 2021

The school is named after Cardinal Nicholas Wiseman who became the first Cardinal upon the re-establishment of the Catholic hierarchy in England and Wales in 1850. His coat of arms is displayed on every student's blazer. The motto is 'All things for Christ' therefore faith is at the heart of everything we do, as well as recognising that we are all made in the image of God.

Cardinal Wiseman Catholic School will provide financial support in the following ways to students who meet the ESFA residency requirements.

Vulnerable Students

A full guaranteed bursary of up to £1200 per academic year is offered to any student who is most in need of financial support. This includes:

- Young people in Local Authority Care.
- Young people who live independently having left Local Authority Care.
- Young people receiving Income Support.
- Young people in receipt of both Disability Living Allowance and Employment Support Allowance.

A discretionary bursary is made by Cardinal Wiseman Catholic School to students studying within the sixth form who meet the Discretionary Bursary criteria. Bursary awards are targeted towards those young people who face the greatest financial barriers to participation. The level of the award vary dependent upon individual circumstances. The method of distribution will vary but standard practice will be the provision of bus passes, vouchers for clothing / stationary and school subsidy of Chrome books, resources and trips. To be eligible to receive a 16-19 bursary in the academic year 2019-20, applicants must:

- Be aged over 16 and under 19 at the start of the school year.
- Satisfy the government's residency criteria.

The Bursary is available to students whose families meet the following eligibility criteria:

- Student is in receipt of Free Schools meals.
- Family is in receipt of Income Support/ Universal Credit.
- Family is in receipt of Working Tax Credits.
- Household is in receipt of Pensions Guarantee Credit.
- Household is in Support under Part IV of the Immigration and Asylum Act 1999.

Evidence of eligibility will be required upon application, for example, award notice of Universal Credit.

Assessment of Applications and Allocation of 16-19 Bursary Funding

Students should complete the bursary application form and hand it along with the relevant proof of entitlement to the Sixth Form Admin Officer by 30 September.

Students who become eligible during the course of the academic year should contact the Sixth Form Admin Officer so that they can make an application for funding based on their new circumstances.

The Sixth Form Bursary Fund Committee will consider applications and review applications following changes in circumstances.

It is important to note that the available fund is extremely limited. The school is under no obligation to make payments and failure to comply with the terms of the Attendance Policy and/or the Sixth Form Contract will result in further funding not being available.

Attendance Requirements

Students will only receive bursary funding if they have secured a minimum of **95%** attendance at School including morning and afternoon registration. The only exceptions to this rule include the following:

- Medical Procedure or illness supported by a Doctor's Certificate, hospital documentation, eg, hospital letter or hospital appointment.
- University Interview (if an authorised absence request has been received).
- University Open Day (if an authorised absence request has been received).
- School Trip Excursion.
- Official School Closure i.e. snow day.
- Official School Study Leave.
- Practical driving test.
- Orthodontist appointment.

Students will NOT receive bursary funding if they use any of the following as verification of absence: hair appointment, dentist appointment, any other form of self-certification, school exclusion.

Appeals

Any student wishing to appeal against the Support Level allocated should do so in writing within 2 weeks of receiving their letter of Support Allocation. Appeals should be made to the Sixth Form Supervisor.

Bursary Fund Application Form 2019/20

This completed Application Form and evidence must be handed in within 4 weeks of your start date. If the Application Form and evidence is presented later than that date, payments can only be backdated up to 4 weeks.

Please complete the form and bring it together with your supporting evidence on your first day.

Learner Details					
Title:		First name		Surname	
DOB:			<i>Age: (You must be 16, 17, 18 (and under 19) on 31 August 2019 to apply)</i>		
Address:					
Postcode:		Telephone:		Email:	
Have you the right of abode and been resident in the UK for the last 3 years?				Yes <input type="checkbox"/>	No <input type="checkbox"/>

Bursary for Vulnerable Groups Criteria

To qualify you must be aged 16 or over and under 19 on 31 August 2019 and meet the ESFA's residency criteria. The bursary is paid to enable you to attend training with us and will only be paid if your attendance and behaviour meet the required standard. Time sheets must also be completed to enable you to receive bursary payments.

Vulnerable Bursary Criteria

To qualify **you** must fall into one of the below categories and produce the required evidence as stated.

Are you in receipt of Income Support or Universal Credit? (evidence required - Income Support or Universal Credit Statement Letter)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Care Leaver or currently looked after in care? (evidence required - letter from Local Authority)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Disabled student in receipt of both Employment Support Allowance or Universal Credit and Disability Living Allowance/Personal Independence Payments in their own right (evidence required, award letter showing in receipt of both ESA (UC) + DLA/PIP)	Yes <input type="checkbox"/> No <input type="checkbox"/>

Discretionary Bursary Criteria

Eligibility will be based on evidence of receipt of Free School Meals and / or Universal Credit, ESA, Income Support, Working Tax Credit or other means tested benefits.

Please tick to indicate what type of evidence you have provided. If you cannot provide evidence, then we cannot process your application for bursary payments.

Income Support / Universal Credit (award letter)	<input type="checkbox"/>	Full Tax Credit Award Notice	<input type="checkbox"/>	Other means tested benefits/pension (award letter), ESA.	<input type="checkbox"/>
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Discretionary Bursary criteria continued

The amount of financial assistance you will receive is dependent on your personal circumstances. It is intended to help you with the costs of overcoming any financial barriers you may have when attending learning. Using the table below, please tell us what you will need financial assistance for.

This information is strictly confidential and will only be used for this assessment purpose.

Claim details	<i>(tick)</i>
Travel (for those who live more than 2 miles from school): 16 - 18 Photocard Login details email: password:	
Appropriate Clothing: H&M <input type="checkbox"/> New Look <input type="checkbox"/> Primark <input type="checkbox"/> ASOS <input type="checkbox"/> Next <input type="checkbox"/>	
Equipment (revision guides, stationery)	
Contribution towards Chromebook	
Any other	

LEARNER DECLARATION

- I declare that the information on this form is true and accurate to the best of my knowledge.
- I have made this claim for Bursary payment, fully aware that any false statements can lead to withdrawal/refusal of any financial support and may lead me open to prosecution.
- I understand that if I refuse to provide information, which may be relevant to my claim, the Application will not be accepted.
- I understand that monies I receive under the Bursary Scheme will be paid **on condition of standards of attendance and behaviour**, as explained in the Bursary Fund – Information for Learners.
- **HOLIDAYS WILL BE UNPAID.**
- I will attend regularly (**minimum 95% attendance**) and complete the course for which my bursary is supporting me.
- When changes to my household financial circumstances occur (which may result in changes to my claim), I confirm I will notify my Provider immediately.
- I will notify my Provider immediately with any changes to my Bank/Building Society details.
- I understand that monies I receive under the Bursary Scheme have been awarded to provide me with financial support to allow me to continue in learning, and if I leave learning, financial support will stop.
- I understand that I do not have an automatic entitlement to Bursary payments, and all payments are based on the information I have provided.
- I am clear that the Bursary payments I receive are to provide me with the means to remain in learning and are to be used for items such as: books, equipment, travel costs, meals, additional costs i.e. trips, miscellaneous course costs. **I will provide receipts to evidence how I have used bursary vouchers. Failure to submit receipts will prevent future bursary payments.**
- I understand I have the right to appeal if I disagree with the outcome of my Bursary Application. This appeal should be made to my Provider, but if I feel I have not been treated fairly, I can follow the Complaints Procedure as explained during the Induction/Welcome Programme.

I confirm I have read the 'Bursary Fund - Policy' which was given to me with this application.

Applicant Signature: _____ **Date:** _____

Assessment and Approval 2019/20

FOR OFFICE USE ONLY

Learner Name:	D.O.B:
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Eligibility – please tick appropriate box (✓)

Vulnerable Bursary	<input type="checkbox"/>	<ul style="list-style-type: none"> Those young people who receive income support/universal credit. Care Leavers or young people who are Looked After Children. Disabled young people in receipt of both Employment Support Allowance and Disability Living Allowance/PIP.
Discretionary Bursary	<input type="checkbox"/>	<ul style="list-style-type: none"> Young people facing financial barriers to participation in further education, assessed by consideration of household income.
Free School Meals	<input type="checkbox"/>	<ul style="list-style-type: none"> Young people who qualify.

Assistance Requested	Award granted
Travel	
Appropriate Clothing	
Equipment	
Chrome book payment	
Any other	
NOTE - Must fall within guide amounts	

SIGNED: _____

DATE: _____

NAME: _____

POSITION: _____