



Post-16 Bursary Policy

Responsible for policy:

Cardinal Wiseman Local Academy Committee

Date of policy:

June 2022

Date approved by LAC:

June 2022

Date of review:

June 2024

Policy Status:

Good Practice

Chair of Academy Committee:

Gerald O'Connor



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Definitions

In this **'Post-16 Bursary Policy'**, unless the context otherwise requires, the following expressions shall have the following meanings:

- i **'The Romero Catholic Academy'** means the Company named at the beginning of this **'Post-16 Bursary Policy'** and includes all sites upon which the Company is undertaking, from time to time, being carried out. The Romero Catholic Academy includes **Corpus Christi, Good Shepherd, Sacred Heart, Blue Sky, SS Peter and Paul, St Gregory, St John Fisher, St Patrick, Cardinal Wiseman, Shared Services Team.**
- ii **'Romero Catholic Academy'** means the Company responsible for the management of the Academy and, for all purposes, means the employer of staff at the Company.
- iii **'Board'** means the board of Directors of the Romero Catholic Academy.
- iv **'Governance Professional'** means the Clerk to the Board or the Clerk to the Local Governing Body of the Academy appointed from time to time, as appropriate.
- v **'Chair'** means the Chair of the Board of the Directors, or the Local Governing Body appointed from time to time.
- vi **'Catholic Senior Executive Leader'** means the person responsible for performance of all Academies and Staff within the Multi Academy Company and is accountable to the Board of Directors.
- vii **'Diocesan Schools Commission'** means the education service provided by the diocese, which may also be known, or referred to, as the Birmingham Diocesan Education Service.
- viii **'Local Governing Body'** means the governing body of the school.
- ix **'Governing Body Representatives'** means the governors appointed and elected to the Local Governing Body of the School, from time to time.
- x **'Principal'** means the substantive Principal, who is the person with overall responsibility for the day-to-day management of the school.
- xi **'School'** means the school or college within The Romero Catholic Academy and includes all sites upon which the school undertaking is, from time to time, being carried out.
- xii **'Shared Services Team'** means the staff who work in the central team across the Company (e.g., HR/ Finance)
- xiii **'Vice-Chair'** means the Vice-Chair of the Local Governing Body elected from time to time.



1. Introduction

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.

2. Scope of procedure

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

Vulnerable Students

A 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:

- Students only eligible if they live more than 2 miles from the school (see Google Maps for walking distance).
- Eligible students must apply for a 16-18 SWIFT photocard and submit details of login, password and SWIFT card number to the Finance office.

and school subsidy of Chrome books, resources and trips. To be eligible to receive a 16-19 bursary in the academic year 2022-23, 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.



3. Assessment of Applications and Allocation of 16-19 Bursary Funding

Students should complete the online bursary application form and submit relevant evidence of eligibility 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.

4. 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.

5. 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 Head of Sixth Form.

6. Review of this policy

- The Romero Catholic Academy delegates the implementation of this policy to the Local Governing Body at Cardinal Wiseman.
- This policy will be reviewed on an biennial basis by the Cardinal Wiseman Local Governing Body.