

# Coundon Court School



## 16 to 19 Bursary Fund Policy 2021-2022

### Coundon Court 16-19 Bursary application process

- All students are sent details of the scheme in the summer term when students are in Year 11 and Year 12 (details of how to apply are also included in the pack).
- The Sixth Form Leadership Team contacts students who are known to be in eligible groups – i.e. Free School Meals, single parent families once students have started Year 12, if these identified students have not already applied for the bursary.

The Coundon Court 16-19 Bursary Fund follows government guidelines. Details of which can be found at:

<https://www.gov.uk/guidance/16-to-19-bursary-fund-guide-2021-to-2022-academic-year>

### Eligibility for the 16-19 Discretionary Bursary at Coundon Court (2021/2022)

- Discretionary bursaries are financial awards made by Coundon Court to individual students to allow them to participate in and benefit from Sixth Form education.
- The Coundon Court Sixth Form Leadership Team decides which students will receive a discretionary bursary and how much they will receive. However, they will be targeted at students who are unable to remain in education without financial help with transport, meals, books, equipment etc.

Students who are eligible for the discretionary bursary will be allocated to a particular band depending on overall household income. Tiered weekly payments will be confirmed at the start of the academic year and will be proportional to the household income for the relevant tax year.

	<b>Band 1</b>	<b>Band 2</b>	<b>Band 3</b>
<b>Household income</b>	Less than £17,190	Between £17,190 and £20,499	Between £20,500 and £29,400
<b>Tiered payments</b>	A - Household income is less than £13,000 will receive 100% of the determined weekly payment  B- Household income is between £13,000 and £17,190 will receive 90% of the determined weekly payment	C - Household income is between £17,190 and £20,499 will receive 75% of the determined weekly payment	No tiered weekly payments
<b>Payment structure</b>	Receive <b>tiered</b> weekly payments (as outlined above) and <b>100% contributions</b> towards travel pass (if students live over two miles away from Coundon Court)/Payment for educational visits/Exam resits/University Open days or interviews or any issue as identified by student that may be a barrier to learning.  Sixth Form administrator will email "Assistance required checklist" at the end of each half term to further identify additional needs as the year	Receive <b>tiered</b> weekly payments (as outline above) and <b>contributions of up to 75%</b> towards travel pass (if students live over two miles away from Coundon Court) payment for educational visits/ University Open days or interviews or any issue as identified by student that may be a barrier to learning.  Sixth Form administrator will email "Assistance required checklist" at the end of each half term to further identify additional needs as the year	<b>Up to 50% contribution</b> to travel pass (if student lives over two miles away)

	progress. Checklist should be emailed or handed to Sixth Form administrator within one week of each half term (at the latest)	progress. Checklist should be emailed or handed to Sixth Form administrator within one week of each half term (at the latest)	
<b>Bursary awarded</b>	Half term in arrears for tiered payments and contributory payments when necessary	Half term in arrears for tiered payments and contributory payments when necessary	Contributory payments towards travel when necessary.
<b>Lodging an appeal against a decision</b>	Within 1 calendar month from when payment decision was emailed to student	Within 1 calendar month from when payment decision was emailed to student	
<b>Allocation deductions for tiered payments</b>	<p>Once half termly payment has been determined a deduction will be made as below:</p> <p><b>Attendance:</b></p> <ul style="list-style-type: none"> <li>• 96-100% = 100% of allocated payment</li> <li>• 90-95% = 90% payment</li> <li>• 85-89% = 80% payment</li> <li>• Less than 85% = 50% payment*</li> <li>• Less than 50% = No payment*</li> </ul> <p style="text-align: center;"><i>*unless exceptional circumstances</i></p> <p><b>Punctuality to lessons and tutor time:</b></p> <ul style="list-style-type: none"> <li>• If the number of lates per half term is greater than 10 a further deduction of 5% will be made</li> </ul>		Not applicable

### **Eligibility for the 16-19 Vulnerable Bursary at Coundon Court (2021/22)**

Students in one or more of the groups below may need more support and can apply for a vulnerable bursary of £1,200 per year which will be paid half termly in arrears.

The eligible groups are students who are:

- in care
- care leavers
- receiving Income Support, or Universal Credit because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them such as a child or partner
- receiving Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right

Please note that to qualify as eligible for a vulnerable student payment the young person does not have to live independently of their parents; they can claim ESA or UC in their own right. Parents should note that they will not be able to claim Child Benefit for them if the young person's claim for ESA succeeds.

Once half termly payment has been determined a deduction will be made as below:

**Attendance:**

- 96-100% = 100% of allocated payment
- 90-95% = 90% payment
- 85-89% = 80% payment
- Less than 85% = 50% payment *unless exceptional circumstances and authorised by Head of Sixth Form*
- Less than 50% = no payment *unless exceptional circumstances and authorised by Head of Sixth Form*

### **Punctuality to lessons and tutor time:**

If the number of lates per half term is greater than 10 a further deduction of 5% will be made.

### **Additional information**

- Application forms are checked and stored in the current 16-19 Bursary file. Details of payments are recorded onto an excel spreadsheet by the administrator. SIMS is updated to show that the student has qualified for that year's Bursary payments.
- Students are informed if they have qualified for the 16-19 Bursary by email, and further documentation and/or evidence is requested if necessary.
- At the end of each half term, registers are checked and individual registration certificates are printed for each student. Unauthorised absences are highlighted and payments are not authorised for that week. Remaining payments are calculated using the criteria above.
- Students are informed of their entitlement for the half term via email, and are asked to contact the Sixth Form Administrator within one calendar month should they wish to appeal against their authorised payment.
- Weekly payments are recorded on an excel document for each student. The Head of Sixth Form authorises final payments which are then passed to the school's Finance Department who arrange payments to the bank account details provided on the application form. A copy of the BACS payment batch list is returned to the Head of Sixth Form for verification.
- All documentation is password protected in an excel spreadsheet and hard copies are stored in locked filing cabinets.

# Benefits & credits: 16 to 19 Bursary Fund (from GOV.UK website)

## Overview

You could get a bursary to help with education-related costs if you're aged 16 to 19 and:

- studying at a publicly funded school or college in England - not a university
- on a training course, including unpaid work experience

A publicly funded school is one that doesn't charge you for attending it.

There's a different [scheme in Wales, Scotland and Northern Ireland](#).

## If you're 19 and over

You could also get a bursary if you either:

- are continuing on a course you started aged 16 to 18 (known as being a '19+ continuer')
- have an [Education, Health and Care Plan \(EHCP\)](#)

## What a bursary is for

A bursary is money that you, or your education or training provider, can use to pay for things like:

- clothing, books and other equipment for your course
- transport and lunch on days you study or train

## What you'll get

There are 2 types of 16 to 19 bursary.

### Vulnerable student bursary

You could get a bursary worth up to £1,200, depending on [your circumstances and benefits](#).

### Discretionary bursary

You could get a discretionary bursary if you need financial help but don't qualify for a vulnerable student bursary. Your education or training provider decides how much you get and what it's used for.

If you're over 19, you'll only be eligible for a discretionary bursary.

### How your bursary is paid

Your provider will decide how you get your bursary. You might be:

- paid in full or in instalments
- paid in cash, by cheque or through a bank account
- given things like a travel pass, free meals or books instead of money

Some providers also offer one-off payments to cover study trips or travel for university interviews.

**Your provider could stop payments if you break their rules, for example about attendance or how your bursary is used.**

## Eligibility

You must:

- be at least 16 and under 19 on 31 August 2021
- study at a publicly funded school or college, or be on an unpaid training course
- meet the residency requirements - your school or college can check this

### Vulnerable student bursary

You could get up to £1,200 if at least one of the following applies:

- you're in or recently left local authority care
- you get Income Support or Universal Credit because you're financially supporting yourself
- you get Disability Living Allowance (DLA) in your name and either Employment and Support Allowance (ESA) or Universal Credit
- you get Personal Independence Payment (PIP) in your name and either ESA or Universal Credit

You may get the full amount if you have expenses and study full-time on a course of at least 30 weeks.

You'll usually get less than the full amount, or no bursary, if one of the following apply:

- your course is shorter than 30 weeks
- you study part time
- you have few expenses

You'll be told what evidence you need, for example benefit letters.

### Discretionary bursary

Your school or college will have their own criteria for discretionary bursaries. They'll look at your individual circumstances - this usually includes your family income.

Ask student services about their criteria and any evidence you'll need.

You can apply to a discretionary bursary if you're over 19 and either:

- continuing on a course you started aged 16 to 18 (known as being a '19+ continuer')
- have an [Education, Health and Care Plan \(EHCP\)](#)

## How to claim

Apply to your school, college or training provider. Ask student services or your tutor to explain what you need to do.

### When to apply

Apply once you know where you'll study or train, so you'll get your bursary as soon as possible.

You might need to reapply for a bursary for each year of your course. Check with your provider.