ST CUTHBERT MAYNE SCHOOL

Joint Catholic and Church of England 11-18 Comprehensive School
Dioceses of Plymouth and Exeter

St Cuthbert Mayne School
16-19 Bursary Policy

Approved by Senior Leadership Team:	**June 2025**
Shared with Full Governing Body:	**July 2025**
Next Review Date:	**June 2026**

USE OF 16-19 BURSARY POLICY
AT ST. CUTHBERT MAYNE SCHOOL

1.1 Our vision of joint Catholic and Anglican education calls us to acknowledge that the Body of Christ is in the school community. We believe that God is incarnate (present) in the 'day to day' life of our school. Our understanding of Christian spirituality is therefore as much about dealing with each other as it is about meeting God.

1.2 We believe that each member of our community has a divine origin and an eternal destiny.

1.3 We believe that through his Incarnation Jesus affirmed us as whole people and redeemed us through his resurrection.

1.4 We believe therefore that the intrinsic dignity of each member of our school community is to be honoured in spirit, in word, in deed and in law.

1.5 These beliefs underpin our approach to the 16-19 Bursary Policy and thereby commit us to encouraging all members of our community, staff and pupils alike, to grow towards human wholeness. The Governing Body aims to meet this responsibility by:

- Affirming, consolidating and celebrating the achievements of our teachers (Challenge, affirmation, evaluation, consolidation, celebration and prayerful reflection will be important characteristics to our approach in this school and will be an accepted part of the process)

- Challenging ourselves, staff and pupils to recognise the unique contribution that each of us can make and work towards making that contribution in the fullest sense

- Supporting staff in this process in a positive manner

1. BACKGROUND

The 16-19 Bursary Fund provides financial support to help students overcome specific financial barriers to participation so they remain in education. The school must ensure the funds go to those who genuinely need them and assess the actual financial needs of individual students in addition to eligibility when awarding bursary funding. No student should automatically be awarded a set amount of funding without an assessment of the level of actual financial need.

The Bursary Fund is intended to help students with the essential costs of participating in their study programme e.g. to help with the cost of essential books or equipment or with the cost of travelling to school. It can also be used for help with field trips and other course related costs and is available to contribute to the costs of attending industry placements, university interviews and open days. It is not intended to support costs not related to education (living costs), extra-curricular activities or provide learning support such as counseling, mentoring or extra tutoring.

2. COMMUNICATION

Full details of the16-19 Bursary Fund will be made available to all Post 16 and prospective Post 16 students via publication in the 6th Form Prospectus, on the school website, directly to students at Year Assembly, via the 6th Form Administrator contacting previous recipients of Free Schools Meals (FSM) and to prospective students through the application process.

Students in receipt of support from the school in previous years will be asked to confirm their financial arrangements have not changed as part of the application process.

3.ELIGIBILITY

A student must meet the age and residency criteria to be eligible for help from the bursary fund.

3.1 Age

To be eligible to receive a bursary the young person must be over 16 on 1st September and be under 19 on 31st August in the academic year in which they start their programme of study. Where a young person turns 19 during their programme of study, they can continue to be supported to the end of the academic year in which they turn 19, or to the end of the programme of study, whichever is the sooner or if they have an Education, Health and Care Plan. In exceptional circumstances bursaries may be awarded to younger students where they are following an accelerated programme.

3.2 Residency

Students must meet the residency criteria in ESFA funding regulations (https://www.gov.uk/government/publications/advice-funding-regulations-for-post-16-provision) for post-16 provision.

3.3 Courses

- They must be participating in provision that is subject to inspection by a public body that assures quality (Ofsted). The provision must fall into one of these groups:funded directly by ESFA or by ESFA via a local authority
- funded or co-financed by the European Social Fund
- otherwise publicly funded and lead to a qualification (up to and including level 3) accredited by Ofqual or on ESFAS list of qualifications approved for funding 14 to 19 (https://www.gov.uk/guidance/section-96-qualifications)
- a 16 to 19 traineeship programme

3.4

Accompanied asylum seeking children (under 18 with an adult relative or partner)

Accompanied asylum seeking children and those aged 18 and above are entitled to education, but not to public funds. If they are destitute, they can apply to the Home Office for suitable housing and cash for essentials. As long as an asylum seeker has not had their application for asylum refused, the school can provide in-kind student support such as books, equipment, or a travel pass but not cash.

4.1 Bursaries for young people in defined vulnerable groups

These defined groups reflect students that are unlikely to be receiving financial assistance from parents or carers and so may need a greater level of support to enable them to continue to participate. Students will be awarded the amount of support they need to participate based on an assessment of the type of costs they have. The school will ensure students are eligible for the bursary in each year they require support.

The defined vulnerable 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

Note, this does not relate to young people where it is the parent/carer that is in receipt of income support.

The bursary for vulnerable groups is up to £1,200 per year for a student who is participating on a study programme that lasts for 30 weeks or more if they need that level of support. Students should only receive the amount they actually need to participate and the school should not automatically award this to students if they do not need the full amount. If students are on study programmes of less than 30 weeks they should be paid a pro-rata amount, as appropriate based on an assessment of their actual needs.

The school can decide to refuse a vulnerable group students application if they do not have a actual financial need. Equally, the school can pay a bursary to a vulnerable group student of more than £1,200 if the school assesses they need extra help to remain in education.

The school is responsible for identifying young people who are eligible for this payment and will seek appropriate evidence to support each claim. Students need to follow the application process so that their application can be considered.

Supporting evidence will be

- for students who are in care or a care leaver, written confirmation of their current or previous looked-after status from the relevant local authority – this is the local authority that looks after them or provides their leaving care services. The evidence could be a letter or an email but must be clearly from the local authority. For students in receipt of Income Support or Universal Credit, a copy of their Income Support or Universal Credit award notice. This must clearly state that the claim is in the student's name/confirm they are entitled to the benefits in their own right. For students in receipt of Universal Credit, we must also see a document such as a tenancy agreement in the student's name, a child benefit receipt, children's birth certificates, utility bills etc.
- for students receiving Universal Credit/Employment Support Allowance and Disability Living Allowance and Personal Independence Payments, a copy of their Universal Credit claim from DWP. Evidence of receipt of Disability Living Allowance or Personal Independence Payment, must also be provided.
- Universal claimants should be able to print off details of their award from their online account or provide a screenshot to the school

4.2 DISCRETIONARY BURSARIES

The school will base all decisions about which students receive a discretionary bursary and how much bursary they will receive on each students individual circumstances and their actual financial need. This will vary from student to student depending on for example eligibility based on household income and the requirements of their study programme.

The school will make discretionary bursary awards to help students e.g. with the cost of travel, to buy essential books, equipment, or specialist clothing and will ensure that students are eligible for the discretionary bursary in each year they require support.

There is no set limit for the amount of discretionary bursary that can be awarded to students. The school can award discretionary bursaries equal to or higher than the bursary for vulnerable groups as long as the school has clearly identified the individual student has actual costs that require this level of funding to participate.

The school will manage the number and size of discretionary bursary awards to keep within their allocated budget from the ESFA.

To ensure the school funding reaches those students who are in most need of financial support, the school will use household income to help establish which students are eligible before confirming the amount of support a student may need. The school will use household income in conjunction with other factors such as distance to travel from the school and the number of dependent children in the household as well as the actual participation needs the student has.

Typically the discretionary bursary is awarded to young people where:

- Household income is less than £16,190
- Student is registered for free school meals
- Students whose parents/carers are in receipt of Universal Credit

Suggested supporting evidence to enable the school to assess household income:

- Confirmation from the Local Authority of entitlement to Free School Meals
- Universal Credit award statements for parents/carers over the most recent 3 month period
- Bank statements covering 3 to 6 months
- Wage slips
- P60's
- Self-employed accounts
- Letter from DWP

5. PROCESS FOR APPLICATION

Applications for an award of a bursary should be made using the application form at Appendix 1.

All applications should be supported by appropriate evidence of eligibility, and completed in full and passed to the 6th Form Administrator for consideration by the Director of 6th Form and Assistant Headteacher.

Applicants will be notified in writing whether their application has been successful within five working days and how the costs will be paid i.e. in kind or by payments to their bank account. If a young person feels aggrieved about how their application has been handled, they should follow the School's normal complaints procedure.

6. Paying bursary funding to eligible students

The school will pay bursaries in-kind rather than cash as far as possible. This will help to ensure that the bursary is spent for the reasons it was awarded. In-kind payments can include travel passes, vouchers, required books and equipment and will be deducted from the students total bursary award. Where the school make bursary payments to students rather than providing support in-kind the payment will be made by BACS transfer to the students own bank account In order for this to happen, students will be asked to submit receipts of the educational costs incurred to the 6th Form Administrator before a BACS payment is made.

7. Conditions for receiving bursary funding

The school will make payment for both the bursary for vulnerable groups and the discretionary bursary conditional on the student meeting agreed standards of attendance and behaviour.

- Attendance — Attendance above 92%. No unauthorised absences, including holidays
- Behaviour & Effort - No cause for concern

When the school purchases books or equipment for a student, the student must return these at the end of their study programme so they can be used again by another student where appropriate.

The allowance may be withdrawn if attendance or behaviour is not satisfactory, at the discretion of the Director of 6th Form via discussion with the Assistant Headteacher who has oversight of Sixth Form issues. Evidence can be gathered from attendance statistics, 6th Form referral system as used by teaching and support staff, Progress Checks and Academic Monitoring data. Students will be notified verbally if a payment is to be stopped and will be confirmed in writing and the reason stated.

8. Administration contribution

The ESFA Guidance Funding Regulations permits the school to use 5% of the academic year allocation for administrative costs relating to the 16-19 Bursary Fund.

9. Unspent Bursary Funds

The school will carry any unspent bursary funds over to the next academic year and continue to use any funds carried forward to support students in line with this policy. The school will fully use any unspent funds before using their new academic year allocation