



All Hallows Catholic College 16-19 Bursary Policy

The 16 to 19 Bursary Fund provides financial support to help students overcome the financial barriers they may face so that they can remain in education.

This policy details how All Hallows Catholic College administers the 16-19 Bursary in the 2023-2024 academic year.

Eligibility Criteria

There are 2 types of 16-19 Bursary

- Bursaries for defined vulnerable groups of up to £1200 per year
- Discretionary bursaries which are awarded in line with this policy following specific funding rules.

Bursary for students in Vulnerable Groups

The defined vulnerable groups are students who are:

- in care
- care leavers
- receiving Income Support (IS), or Universal Credit (UC) 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 (DLA) or Personal Independence Payments (PIP) in their own right as well as Employment and Support Allowance (ESA) or UC in their own right

Eligible students will only receive the amount that they actually need to participate and will not automatically be awarded the full £1200. Equally, additional payments can be made if it is deemed necessary to help a student remain in education.

Appropriate benefit letters will need to be provided as evidence.

Discretionary Bursary

Institutions set their own eligibility criteria for the discretionary bursary in line with the funding rules set out in the latest government guidance.

All Hallows has determined its own criteria based on household income and the amount awarded is based on this.

We have two thresholds

- Discretionary 2 - Students who were eligible for Free School Meals at 31/8/2023
- Discretionary 3 – Students whose household income falls below £26,000

For both groups, we require evidence in the form of either a Working Tax Credit Award Notice for the previous financial year or the 3 most recent monthly award statements of Universal Credit from which we can estimate the income for the year.

We will endeavour to assess the needs of students on an individual basis and will consider several factors such as distance to travel and the requirements of their course. We anticipate that levels of award will vary from student to student.

How the 16-19 Bursary can be used

How the money is used is at the discretion of the All Hallows Sixth form and is based on the eligibility criteria set out in this policy.

The All Hallows Bursary is intended to help towards things such as

- Books and equipment for your course
- Fees and Exam resits
- Business dress
- Transport Costs
- Educational trips and visits
- Interviews and open days
- Work experience
- Emergency Accommodation and meals

All students should submit their application with supporting evidence by 29th September in order for the College to assess the overall level of demand and make discretionary awards on a fair basis.

We are, however, aware that circumstances may change throughout the course of the year and students will be able to apply for bursary support at any point.

Priority 1 students will receive an agreed amount paid directly to their bank account on a monthly basis. Students who are eligible for the discretionary bursary will need to submit an expense request/claim with receipts attached if applicable. Payments will either be made in kind or directly to the student's bank account.

All Hallows will ensure that the application and reimbursement process is discreet, supportive and maintains confidentiality and no student should feel difficulty in applying for it.

Terms and Conditions of the Bursary

- Payments for both the vulnerable and discretionary bursary are conditional on the student meeting agreed standards of attendance and behaviour. Students should refer to the All Hallows Attendance Policy for guidance. Payment is dependent on full attendance. There will be no loss of payment if absence is authorised. However, if absence is not authorised this may affect payments.
- Payments are also dependent on progress and behaviour with respect to studies and may be withheld if this is not satisfactory. Behaviour is measured against the Behaviour policy and progress is measured against a student's target grades issued in September Y12.
- There is no set limit for the amount of discretionary bursary that can be awarded to students and each case is individually assessed based on need. The College reserves the right to retain a small emergency fund from the yearly allocation to support students who face exceptional circumstances which impact their ability to continue their education.
- If All Hallows purchases books or equipment for a student it is expected that the items are returned at the end of the course so that they can be used by further students where appropriate.
- All bursary awards are subject to the required evidence being provided. Students and their parent/carer must sign a declaration to confirm that the evidence that they have provided is complete and accurate and that they have seen and agreed to the conditions of the bursary.
- If a student is unhappy with a decision made they should speak to the Finance Office in the first instance. The matter can also be raised with the Director of Sixth Form and will be investigated to seek a resolution.
- For further information visit [16 to 19 Bursary Fund: Overview - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/topics/16-to-19-bursary-fund)