



Ursuline High School

Bursary Fund Policy 2023

Bursary fund information

The 16-19 Bursary Fund provides financial support to help students from vulnerable groups and low-income backgrounds overcome their specific barriers to participation.

The school targets any support on an individual basis and the information below will outline the usual form such support takes.

There is a limit to funds and once they have been exhausted no further allocations can be made. It should be noted that financial support in terms of cash payment is rare and would need exceptional circumstances documented by clear evidence.

What can you use the Bursary for?

- Cost of transport (including University visits or travel required as part of a course)
- Books/materials/stationery supplied and equipment
- Lunch on the days you study
- Clothing to meet the Dress Code requirements

Students who qualify for a Bursary will receive financial support for any compulsory trip required by the examination board specification, e.g. Geography field trip.

Students who do not own a computer will be able to borrow a school laptop if they qualify for a Bursary.

There are two types of 16-19 Bursaries.

1. Vulnerable Bursary

Students who are in one of the groups below can apply for a vulnerable bursary of up to £1,200 (i.e. up to £200 per half-term). The vulnerable groups, as defined by the Government, are:

- Students in care or who recently left local authority care
- Students who are getting Income Support or Universal Credit in their own name because they are financially supporting themselves
- Students who are getting a Disability Living Allowance in their own name **and** either Universal Credit or Employment & Support Allowance (ESA)
- Students who are getting a Personal Independence Payment (PIP) in their own name **and** either Universal Credit or Employment & Support Allowance (ESA)

You will need to provide the Ursuline with proof of eligibility in order for this bursary application to be considered.

2. Discretionary Bursary

The Ursuline may award discretionary bursaries to students who most need financial help but do not qualify under the criteria above for those in a vulnerable group. The Ursuline will use the total household income to assess the level of financial support awarded to each student.

Level of need will be determined as follows:

- Band 1 – Free School Meal eligibility

If you are entitled to Free School Meals (annual household income of £16,190 or less), you qualify for a Band 1 discretionary bursary.

- Band 2 – Annual family income of £30,000 or less (including benefits)

Submitting evidence

Evidence used to support an application should be the most recent and up to date documentation available. Original documents need to be submitted and the school will take photocopies and return the originals. For those submitting universal credit award letters, online print outs will be accepted as original copies.

Types of valid evidence of income include:

- Universal Credit
- Working Tax Credit
- Child Tax Credit
- Child Benefit
- Income support
- Job Seekers' Allowance
- Disability Living Allowance
- Personal Independent Payment (PIP)
- Child support/maintenance payments
- Employment (most recent P60)
- Self-employed (latest filed accounts)
- Other sources of income (e.g. property, shares...)

All adults in your household must provide the most recent financial evidence of their income. All evidence should enable the school to reliably calculate the household's total annual income so sufficient documents must be provided.

Each case will be considered individually and further information may be required to support the application. Any exceptions that are made are based on individual needs.

Eligibility

To be eligible for a bursary in the 2023/24 academic year, students must be aged 16 or over at 31/08/2023. Students aged over 19 cannot be eligible for the vulnerable student bursary but can apply for a discretionary bursary.

Students must satisfy the government criteria for residency and proof of identity (passport) must be provided. The residency criteria set out by the EFA explains that, in order to be eligible, a person needs to be settled in the UK on 1st September and has been resident in the UK for the **three years** preceding the 1st September.

All applications and evidence/proof of income must be submitted to Ms Dancisinova, Sixth Form Registrar, by Friday 29th September 2023, using our application form (Appendix 1).

If you have any queries, questions or need help with the process, please do ask for assistance by contacting Mrs Dancisinova at maria.dancisinova@ursulinehigh.merton.sch.uk.

Please note any fraudulent claims may result in permanent exclusion.

Bursary Fund contract

If you are successful in your application for funding, you will be asked to sign the Bursary Fund Contract (Appendix 2) and comply with the conditions below:

96% attendance and punctuality each half term, including to timetabled Independent Learning lessons, PSHEC, General RE, and 100% attendance to compulsory 6th form events e.g. Faith Day, Academic Review day.

To demonstrate a high standard of attitude and behaviour

How much will you get?

The amount will be dependent on the funds allocated from the Education Funding Agency as well as the type of bursary you qualify for. Once funding is approved, transfers will be made via BACS directly into the student's own bank account, provided they meet the criteria set out in the above contract.

How to apply

Applications forms are attached to this policy as Appendices 1 and 2 and are also available as separate documents on the school website.

The Ursuline will promote bursary funding to all students who may be considering a place at the sixth form, during the application process and at the start of each academic year. Information regarding the funding and application process will be available from the sixth form staff as well as on the school website.

At the information evening, at the beginning of Year 12, all parents and students will be advised of the bursary funding and information provided to any family who requests it. All conversations and documentation provided for this process will be kept in the strictest confidence, and all data provided will only be used within Ursuline High School. No information will be shared with any third parties.

If you have any queries, questions or need help with the process, please do ask for assistance.

Appeal Process

The school will endeavour to act with complete fairness at all times. Should you wish to appeal against the decision you must write within seven days of receiving your notification regarding your application.

Letters should be addressed to Mr Adam and these will be passed to the Headteacher, who will give consideration to the appeal letter. Should you be unhappy regarding the outcome of the Headteacher's decision you may further appeal to the Chair of Governors within seven days.