



## **Ursuline High School**

### **Bursary Fund Policy 2022**

#### **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
- Non-compulsory workshops and visits
- Cost of laptop & wi-fi
- 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 for the academic year 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 2022/23 academic year, students must be aged 16 or over at 31/08/2022.

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 1<sup>st</sup> September and has been resident in the UK for the **three years** preceding the 1<sup>st</sup> September.

All applications and evidence/proof of income must be submitted to Ms Jeeps, Sixth Form Registrar, by Friday 9<sup>th</sup> September 2022, using the Ursuline application form (Appendix 1).

If you have any queries, questions or need help with the process, please do ask for assistance by contacting Ms Jeeps at [emma.jeeps@ursulinehigh.merton.sch.uk](mailto:emma.jeeps@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 6<sup>th</sup> 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 students' own bank account, provided they meet the criteria set out in the above contract.

### **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 Ms Julia Waters 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.

## Appendix 1



**Ursuline**  
SIXTH FORM  
WIMBLEDON  
Belong and Succeed

**APPLICATION FORM**  
**16-19 BURSARY FUND 2022 -23**

**STUDENT'S DETAILS**

<b>FIRST NAME:</b>		<b>DATE:</b>	__/__/__
<b>SURNAME</b>			
Is the Student in Local Authority care, a Care Leaver or living with a foster family? (If yes, go straight to the declaration section)			Yes/No

**DOCUMENTARY EVIDENCE FOR INCOME**

<b>RECEIVED YES/NO</b>	<b>TYPE OF INCOME AND EVIDENCE REQUIRED</b>	<b>PARENT/CARER 1: AMOUNT RECEIVED (£) PER YEAR</b>	<b>PARENT/CARER 2: AMOUNT RECEIVED (£) PER YEAR</b>
	Universal Credit (amount per year in the next box) (please provide the three most recent statements)		
	Working Tax Credit (ALL pages of original Tax Credit Award Notice for the last tax year)		
	Child Tax Credit (ALL pages of original Tax Credit Award Notice for the last tax year)		
	Child Benefit (number of children under 18)		
	Income Support (most recent statement)		
	Job Seekers Allowance (most recent statement)		
	Disability Living Allowance (most recent statement)		
	Personal Independent Payment (PIP) (most recent statement)		
	Pension (Credit/Employer's/Widow's) (most recent statement)		
	Child support/maintenance payments		
	Employment (most recent P60)		
	Self-employed (latest filed accounts)		
	Other source of income (e.g. property, shares etc)		
	<b>TOTAL GROSS HOUSEHOLD INCOME</b>	<b>£</b>	<b>£</b>

You must provide ALL the above documents which apply. **Please provide original documents.**

**ALL** pages of these documents must be provided. We may ask for further evidence depending on individual circumstances. It is a serious offence to give false information and will lead to permanent exclusion. We have a duty of care to protect the public funds we control. We may use the information you have provided on the form to detect and prevent fraud. We will also share this information with other organisations which control public funds. Your application will be treated with confidentiality and other students will not be aware that you have applied/are receiving financial assistance.

I confirm that I have a UK bank account in my own name where payments can be received.

Bank Name: \_\_\_\_\_ Account Number: \_\_\_\_\_ Sort Code: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

To be eligible to receive help from the 16-19 Bursary Fund you must have been ordinarily resident in the UK for the past three years. Please enter the date you entered the UK. \_\_\_\_/\_\_\_\_/\_\_\_\_

### **PARENT/CARER/STUDENT DECLARATION**

I/We understand it is our responsibility to notify Ursuline High School immediately if there are any changes in our financial circumstances and that failure to do so may be considered as fraudulent. I/We also understand that failure to do so may result in my repaying the bursary payments made from the date of the change.

I/We understand that giving false or incomplete information that leads to incorrect/overpayment may result in future payments being stopped and any incorrectly paid funds being recovered.

Payments are made at the end of each half-term. If you qualify for a bursary, to receive payment:

- You must be enrolled as a full-time student at Ursuline High School in the Sixth Form.
- Your attendance must be at least 96% for each half term.
- You must attend all subject lessons, including PSHE, Independent Learning lessons, general RE and compulsory Sixth Form events.
- You must show high standards of attitude and behaviour.

**I/We understand that by not meeting these criteria may result in the half-term payments being withheld.**

**I/We confirm that the information given on this form is true and correct and I/we agree to the above conditions.**

<b>Adult 1 Signature:</b>		<b>Date:</b>	____/____/____
<b>Adult 2 Signature:</b>		<b>Date:</b>	____/____/____
<b>Student Signature:</b>		<b>Date:</b>	____/____/____

### **PRIVACY NOTICE**

Ursuline High School complies with the principles of the General Data Protection Regulation (GDPR). By submitting this form you consent to the Ursuline holding your information. The information being collected may be used for the prevention and detection of fraud and crime and we may, under the Regulation, not require your consent to do so.

***Please return the completed form together with the original supporting documents to:  
Ms Jeeps, Sixth Form Administrator, Ursuline High School.  
Any queries please email [emma.jeeps@ursulinehigh.merton.sch.uk](mailto:emma.jeeps@ursulinehigh.merton.sch.uk)***

Date received by Sixth Form Administrator: \_\_\_\_/\_\_\_\_/\_\_\_\_



## Appendix 2

### **BURSARY FUND CONTRACT 2022-23**

This contract is an important document. Please read it carefully before signing below. The school will keep a copy in your file.

This is an agreement between you (the student) and Ursuline High School confirming that you need to meet all of the following requirements in order to be awarded Bursary funds every half-term:

- 96% attendance and punctuality every half-term
- Attendance at all subject lessons, including PSHE, Independent Learning lessons, General RE and compulsory Sixth Form events.
- A high standard of attitude and behaviour

I have read and understood the above contract and understand that I must adhere to ALL the above requirements if any Bursary Funding is to be paid to me.

**Student Name (PRINT)** \_\_\_\_\_

**Student signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

Payments cannot be authorised until this form has been returned and verified.