



## ST PETER'S SCHOOL BURSARY POLICY

**Date Reviewed: September 2023**  
**Date of Next Review: September 2025**  
**Reviewer: Anni Matthew**  
**Date of ratification by Governing Body (Resources committee): 19<sup>th</sup> October 2023**

Document Control		
Edition	Issued	Changes from previous
1	Sept 2019	Full review
2	Sept 2021	Minor changes including ' Applications submitted after all funding has been allocated will be considered, and other funding methods may be used to support students in need.'
3	Sept 2023	Changes to post holders named in the policy.

Policies/Documents referred to in this policy	Post holders/Persons named in this policy
<p><b>This policy links to other school policies on:</b></p> <p><b>Legislation relating to this policy:</b></p>	<p>Deputy Headteacher</p> <p>Student Support Co-ordinator</p> <p>School Business Manager</p>

### St Peter's School 16 -19 Bursary Fund Policy

The Government has set aside money for schools, colleges, training providers and local authorities to allocate to young people who need financial support to stay on in further education or training. This is called the 16 -19 Bursary Fund.

This fund could help you with education-related costs that may arise during the school year, including essentials like a meal during the day or transport to the Academy. It might also provide you with extra help to buy books, clothing or equipment for your course, or pay for educational visits.

Each school, college or training provider receives an individual allocation of these funds for the academic year from the EFA. Once these funds have been awarded to eligible pupils there is no guarantee that further monies will be available to support learners who subsequently submit an application.

The 16 – 19 Bursary Fund has two elements:

**Vulnerable Student Bursary** – you could receive a fixed amount of £1200 if you:

- are in local authority care, or have recently left local authority care; or
- receive Income Support, or Universal Credit, in your own name; or

- are disabled and receive both Employment Support Allowance (ESA) and Disability Living Allowance, or Personal Independence Payments in your own name.

**Discretionary Bursary** – the school may use their discretion to make awards to young people in ways that best meet the needs and circumstances of our students.

### **Am I eligible?**

To be eligible you must be at least 16 years old and under 19 years old at the start on the 31st August. You must also be taking part in full-time or part-time further education, or training.

Further information and advice for young people regarding the 16 -19 Bursary Fund is available from the Education Funding Agency website

<https://www.gov.uk/guidance/16-to-19-education-financial-support-for-students>

### **Who will the bursary be paid to?**

**Vulnerable Student Bursary** – payable to those students who meet the eligibility criteria for this bursary as described previously;

**Discretionary Bursary** – to those students whose circumstances are as follows:

- Students who are eligible to receive a Free School Meal;
- Students whose household income is below £27,000; you will be asked to provide evidence of this.
- Students who have been affected by a sudden, exceptional change in financial circumstances.

### **How much will I receive?**

If your application is approved as a Vulnerable Student Bursary you will receive a payment of £1200 in the academic year, payable in 6 equal instalments.

If your application is approved for a Discretionary Bursary you will receive a series of payments, in the academic year, payable in 6 equal instalments.

The amount you will receive will be determined by your individual circumstances and the requirements of the course you are studying.

All payments made under the scheme will be subject to meeting attendance and behaviour requirements.

Applications for the 16 – 19 Bursary can be submitted at any time, but it is important to recognise that there is a limited amount of funding available, therefore, all applications are subject to the availability of funding, at the time of your application. **The deadline is always the end of September.** Applications submitted after all funding has been allocated will be considered, and other funding methods may be used to support students in need.

### **How will the bursary be paid?**

The bursary awarded to you will be paid by BACS (bank transfer). Payments can only be made directly to a student's own bank account.

### **How do I apply?**

If having read the guidance you believe you are eligible for a payment under the 16 – 19 Bursary Fund, please complete the 16 – 19 Bursary Fund application form.

### **How will I know if my application has been successful?**

If your application is successful you will be notified in writing showing how much has been awarded to you, and when you can expect to receive your first payment.

**What happens if my application is unsuccessful?**

You will be notified in writing explaining why your application was unsuccessful. You have the right to appeal against the decision.

Appeals in writing should be sent to: Mrs C Ducket, [cducket@catrust.co.uk](mailto:cducket@catrust.co.uk)

You must submit your appeal request in writing within 10 working days of receiving the decision letter sent to you. In your letter you will need to explain why you are appealing. Your appeal will be presented to an appeals panel. The panel's decision is final; there is no further appeal beyond this point. You will be notified in writing within 15 working days of the outcome of your appeal.

**Further information and assistance**

If you require any further information, or wish to discuss your application, please contact:

Mrs A. Matthew, Deputy Headteacher [amathew@stpetershuntingdon.org](mailto:amathew@stpetershuntingdon.org)

Mrs L Cleaver, Student Support Co-ordinator, [lcleaver@stpetershuntingdon.org](mailto:lcleaver@stpetershuntingdon.org)