



THE CARDINAL WISEMAN CATHOLIC SCHOOL SIXTH FORM



16 – 19 BURSARY FUND STATEMENT

The Bursary Fund is money the government has given to schools and colleges for disadvantaged students to help them stay in education. It is designed to help and support any student between 16 and 19 who faces financial barriers to participation such as costs of transport, food or equipment.

There are different levels of funding depending on students' eligibility and this cannot be fully determined until all applications have been made.

THERE ARE TWO TYPES OF 16 -19 BURSARIES:

1. VULNERABLE BURSARIES

Students who are eligible for this bursary will receive up to £1,200 a year. The eligible groups 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

To apply for this bursary, young people should supply (for example) one of the following:

- *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 UC or IS, a copy of their UC or IS 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. The evidence must not state any conditions that prevent them from participating in further education or training. For students in receipt of UC, institutions 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 and so on*
- *for students receiving UC/ESA and DLA and PIP, a copy of their UC claim from DWP. Evidence of receipt of DLA or PIP must also be provided*

2. DISCRETIONARY BURSARIES

Young people in the following categories may be eligible for a **discretionary** bursary:

- A)** Students eligible for, and registered with the Local Authority to receive Free School Meals.

*To apply for this bursary (**category A**) young people should provide a copy of the Local Authority letter that confirms eligibility for Free School Meals for the academic year 2023-24. For details of eligibility please contact the LA. **No payment can be paid until this letter is received.***

- B)** Students who live with, or are financially dependent upon, parents or carers, with a total household income below £25,000 per annum.

*To apply for this bursary (**category B**) young people must provide evidence of household income for 3 months as well as the 3 most recent monthly award statements for Universal Credit.*

- C)** Students who live with, or are financially dependent upon, parents or carers, who due to exceptional circumstances are facing significant financial hardship.

*To apply for this bursary (**category C**) young people must provide evidence of their last 3 months of household income, Universal Credit, P60 or Tax Credit Award Notices.*

For those families facing unforeseen financial difficulties, evidence in the form of a letter addressed to the Head of Sixth Form will be considered on a case by case basis and the bursary will be awarded at the discretion of the school.

ASSESSMENT AND HOW TO APPLY

A new application must be submitted for each year in which a bursary is claimed.

All applications are by self-declaration.

Application forms and all supporting documents as outlined above should be submitted to the Sixth Form Administrator. Decisions concerning discretionary support will be made by the Head of Sixth Form.

PAYMENT

Bursaries will be paid 'in kind' rather than in cash where possible, for example academic trips supporting course learning will be paid directly by the school rather than in the form of cash to students. Students must have their own bank account as funds are paid directly to them and will not be paid to a third party.

Discretionary bursaries are paid in half termly instalments throughout the academic year. Students who are entitled to the vulnerable or discretionary bursary can receive some

financial support for the cost of school visits and this will be paid directly to the relevant curriculum budget account.

ATTENDANCE, PUNCTUALITY & BEHAVIOUR

In order to qualify for these additional payments students must adhere to the following criteria:

- Students should have better than 95% attendance at all timetabled lessons, supervised study periods and registration. Holidays will not be authorised. Periods of ill health supported by a medical note will be accepted as unavoidable absence.
- If students are repeatedly late to lesson or registration without good reason, payment may be withheld.
- All payments will be subject to review by the Head of Sixth Form.

Support will be stopped if a student ceases to be in full time education at this school. In such cases, any monies paid in advance will need to be re-paid or good purchased (e.g. course textbooks) returned to the school.

DECISIONS

All applications will be considered and assessed by the Sixth Form Administrator and Director of 6th Form. You have the right of appeal to the Headteacher if you feel that your case has not been given fair consideration. This must be in writing. The final decision rests with the Headteacher.

For all enquiries relating to the Cardinal Wiseman 16-19 Bursary scheme please contact:
Mrs Kothari, the Sixth Form Administrator on 0208 575 8222 Ext. 428 or email
kotharis@wiseman.ealing.sch.uk