



Student Bursary Policy

Mission Statement

We are a Catholic College dedicated to the education and development of the whole person and supporting all students to realise their full potential. As an outstanding learning organisation SJR will have a strong sense of purpose and a commitment to shared values within a Christian community. We will establish a unique, safe and challenging environment where every individual is valued, talents are recognised and nurtured, achievements are celebrated and dedication is rewarded. To achieve this as a community we will:

- Welcome all students who are happy to be educated within a Christian environment
- Value the uniqueness and dignity of each individual
- Deliver the highest standards of teaching and learning
- All show a commitment to our work, to the Christian values of the College and to the safety of all in our community
- Provide equality of opportunity, with mutual respect and positive encouragement
- Build and further develop local, national and international partnerships.

Policy Statement

This document sets out the 16-19 Bursary Fund guidance issued by the Education and Skills Funding Agency (ESFA) and the College's eligibility criteria for students attending St John Rigby College as determined by the College for Discretionary Awards. A copy of the ESFA's 16-19 Bursary Fund Guide for 2021-22 can be accessed on the gov.uk website: (<https://www.gov.uk/guidance/16-to-19-bursary-fund-guide-2021-to-2022-academic-year>).

Summary of the 16-19 Bursary Fund for 2021-2022

The 16-19 Bursary Fund has two elements:

1. A bursary of £1,200 a year for young people in the following defined vulnerable groups:
 - a) in care
 - b) care leavers
 - c) 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
 - d) 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

Notes:

If you claim Employment Support Allowance in order to meet the last of these eligibility criteria, then your family will no longer be able to claim Child Benefit.

If you are claiming Universal Credit, you must confirm which benefit it has replaced. Only Universal Credit that replaces the Employment Support Allowance meets the above eligibility criteria.

Other eligible groups:

- a. A young person placed with a foster carer by a local authority.

No other groups are eligible.

2. A discretionary award is made to young people in a way that best fits the needs and circumstances of our students. Bursary awards will be targeted towards those young people who face the greatest financial barriers to participation; such as the costs of transport, meals, books and equipment. Conditions for receiving the Bursary awards will be subject to student attendance and student engagement with their studies.

St John Rigby College is free to determine the assessment criteria for eligibility for discretionary bursaries, and the frequency of and conditions for all awards; subject to the requirements of the Equality Act 2010. St John Rigby College's criteria are as follows:

- a. Students with a Family Income less than £22,500
- b. Students who received free school meals in Year 11 at High School
- c. Number of dependents in a household that meet the income thresholds identified in the table below;

No. of Dependants in Household	Maximum Household Income Threshold
1	£22,500
2	£30,000
3	£35,000
4	£40,000
5	£45,000

St John Rigby College Bursary Awards

The College will pay awards both in kind and in half termly BACS payments.

College will use the Government's 'Key to Success' website to identify those students that in Year 11 were in receipt of Pupil Premium or had a SEND report. This information will be used to proactively approach new students who have not applied for the Student Bursary upon starting at College.

College will also contact school bursars directly and request them to share information of pupils in school who required additional financial support in Year 11 of high school.

At key points in the College academic year the Student Bursary will be promoted to the student body through a range of communication platforms. This will include key marketing events for potential students applying to the College.

Applications must be made using the documentation provided and accessed via the College website.

The initial deadline for applications for students enrolling onto a new course is 31st August 2021, at which point the system will be closed for a month.

All completed applications, which include all the necessary evidence, received by this deadline will be treated as successful during September 2020 whilst the applications are reviewed. On 1st October 2021, bursary payments to students whose applications have been unsuccessful will stop.

Applications will reopen on 1st October 2021 and applications can then be made at any time throughout the academic year.

For those students who are progressing into the second year of study, they must go through a re-application process. The re-application process will take place at the end of their first year of study in the second half of the summer term and decisions will be made prior to 1st September 2022.

The size and nature of the award made will be subject to the amount of funds available and the type of support requested.

The College will claim 5% of the Student Bursary Fund allocation per annum to cover the costs of administration.

Discretionary Awards may consist of the following:

- Half termly BACS maintenance payments
- Travel passes
- College meals
- Students on work placements as part of their programme of study will receive monetary payments to cover their weekly College food allowance whilst on placement
- Books and equipment (specified equipment must be returned at the point of leaving College)
- Print credits over and above any free credit awarded by the College to all students
- Trips and visits (excluding residential visits abroad)
- Other miscellaneous costs incurred as a result of attending College.

Students should note that all awards from the Student Bursary Fund will be subject to the expectations outlined in the Student Charter. The College reserves the right to defer or cancel awards in the event of unsatisfactory student conduct and in the event of the College being made aware of a change in circumstances which has resulted in a student no longer satisfying these eligibility criteria.



APPENDIX

16-19 Student Bursary Fund Application Form

For Office Use Only	
Student ID	
Date Received	
Staff Initials	

PART A: Personal Information

Student Details:

First Name:		Surname:	
Address:			
		Postcode:	
Home Telephone:		Mobile:	
Email Address:			
Date of Birth:		Age:	
Have you been resident in the UK for the past three years? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If No, what was your Country of Birth?		Date of Entry into UK:	

Parent/Carer Details:

	Parent/Carer 1	Parent/Carer 2
Forename:		
Surname:		
Address:		
Home Telephone:		
Mobile:		
Email:		
Relationship to Student:		

Course Details:

Course Title:	
Year of Enrolment:	

In line with the best practices outlined by the Education and Skills Funding Agency, the College pays the bursary in kind through subsidised meals and transport. If your claim is successful, the student for whom the application is being made will be eligible to receive both subsidised meals and transport.

In the event the College is unable to provide both subsidies, please indicate below which would be your priority by ticking the relevant box.

Subsidised Meals

Transport

Please tell us how you will travel to college by ticking the relevant box.

Bus/Coach

Train

Walk/Cycle

Drive

Taxi

Get a Lift

To enable us to arrange for the correct travel pass, if necessary, please tell us which area you will be traveling from:

Part B: 16 – 19 Bursary (evidence will be required for all applications)

Please answer **ALL** of the questions below:

Are you a student in care or an unaccompanied asylum seeker?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you a student care leaver?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you a student in receipt of Income Support or Universal Credit, where it replaces Employment Support Allowance, in your own right ?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you a student in receipt of Employment Support Allowance plus Disability Living Allowance (or Personal Independence Payments) in your own right ?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If you have ticked 'yes' to any of the above questions please go to PART D: Bank Details

PART C: College Discretionary Award (evidence will be required for all applications)

Free School Meals:

Did you receive free school meals in Year 11 of high school? (evidence could be a letter or email from the High School confirming this)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If you have ticked 'yes' to the above question please go to PART D: Bank Details

Household Income:

Please state how many dependants are in the household and provide their names and ages:
(evidence could include birth certificates or award notices)

If you have ONE dependant Is your household income below £22,500?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If you have TWO dependants is your household income below £30,000?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If you have THREE dependants is your household income below £35,000?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If you have FOUR dependants is your household income below £40,000?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If you have FIVE OR MORE dependants is your household income below £45,000?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

You must supply copies of evidence with this form to prove your household income – the application cannot be processed without this evidence. Here are some examples of the types of evidence that can be used:

	Parent/Carer 1	Parent/Carer 2	Examples of Evidence
Gross Annual Salary			Last 3 payslips, recent tax return if self employed
Annual Income Support/Universal Credit			Entitlement/Award Letter, screen shot of UC Portal
Annual Child Benefit			Most recent award notice
Annual Income from Absent Parent			Letter/statement dated within last 3 months
Annual Working/Child Tax Credit			All Pages of most recent Tax Credit Award Notice

Other Annual Income (i.e. Pension / Lettings)			Letter/statement dated within last 3 months
Other Benefits			Most recent Entitlement/ Award Letter
Total Annual Income			

PART D: Bank Details

BACS transfers need to be paid to the student's bank account – they cannot be paid to a Parent / Carer's account. Students can open a basic bank account at aged 16 which will allow BACS transfers and allow the student to make withdrawals. Therefore, if you do not already have a bank account, and your application is approved, you will need to open one as soon as possible. Please complete **ALL** of the boxes below if you already have a bank account:

Bank Name (e.g. Halifax, Santander etc.):			
Branch Location (e.g. Market Street, Wigan):			
Name of Account Holder (i.e. Student):			
Sort Code:		Account Number:	

PART E: Privacy Notice

- The information that you provide on this form, and any accompanying documentation, will be treated in the strictest confidence and only used for assessing eligibility for the College's Bursary awards.
 - The application and documentation will be stored securely. It may be subject to audit from the College's internal auditors, or from the Education and Skills Funding Agency's (ESFA) auditors. These audits are conducted from time to time to ensure that the College is making Bursary awards in line with national policy. The College may report cases where Bursary Awards have been made, and the application is subsequently found to be fraudulent, to the ESFA.
 - Bursary applications and supporting documentation will be retained for six years after the student leaves College and will then be securely destroyed.
- If you would like further information regarding your privacy, please contact Dominic Jones, Data Protection Officer, St John Rigby College, Gathurst Road, Orrell, Wigan, WN5 0LJ.

PART F: Declaration

By signing the declaration below, you are agreeing to the following statements:	
1	I, and my parents/carers, have exercised my/our eligibility to other forms of financial support before applying for the 16-19 Bursary Fund.
2	I have fully completed each relevant section of this application form.
3	I have enclosed all of the required evidence to support my application.
4	I, and my parents/carers, have provided accurate and correct information to support my application. I understand that St John Rigby College may carry out checks to verify the evidence provided and subsequently may need to take action if any evidence provided is proven to be false or incorrect.
5	I, and my parents/carers, have read and understood the guidance notes supplied with this application form, and the information I/we have provided is a true reflection of my/our financial status.
6	I, and my parents/carers, take full responsibility for informing the College if my/our financial status changes.
7	I, and my parents/carers, understand that the conditions for receiving bursary awards are subject to student attendance and engagement with their studies.
8	I, and my parents/carers, understand that should the student for whom this application is made leave their learning programme they will not be eligible to receive further payments and overpayments may have to be repaid.
9	I, and my parents/carers, acknowledge that the student for whom this application is made is eligible for 16-19 Bursary Funds on residency grounds and can provide suitable evidence of proof if required.

10	By signing and submitting this application, both I and my parents/carers, agree to the collection of the personal and financial information contained in this form which will be held in accordance with General Data Protection Regulations – see Part E.
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Student Signature: Date:.....

Parent/Carer 1 Signature: Date:.....

Parent/Carer 2 Signature: Date:.....

Please return this completed form, in a sealed envelope, with all evidence to:

The Bursary Office, St John Rigby College, Gathurst Road, Orrell, Wigan, WN5 0LJ

FOR OFFICE USE ONLY:			
All required evidence received:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date: <input type="text"/>
Decision:	<input type="checkbox"/> Approved Bursary <input type="checkbox"/> Approved Discretionary Award <input type="checkbox"/> Rejected <input type="checkbox"/> Further Information Needed		
Reason for Approval:	<input type="checkbox"/> CIC / Unaccompanied Asylum Seeker <input type="checkbox"/> Care Leaver <input type="checkbox"/> Claiming IS/UC in own right <input type="checkbox"/> Receives ESA and DLA (or PIP) in own right <input type="checkbox"/> FSM in Year 11 at High School <input type="checkbox"/> Household Income under Threshold for 1 Dependant <input type="checkbox"/> Household Income under Threshold for 2 Dependents <input type="checkbox"/> Household Income under Threshold for 3 Dependents <input type="checkbox"/> Household Income under Threshold for 4 Dependents <input type="checkbox"/> Household Income under Threshold for 5 or more Dependents		
Reason for Rejection:	<input type="checkbox"/> Household Income over Threshold <input type="checkbox"/> No response to contact attempts within 8 weeks of application receipt		
Applicant Notified of Decision:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date: <input type="text"/>
Comments:			
Appeal Letter Received:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date: <input type="text"/>
Result of Appeal:			
Applicant Notified of Result:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date: <input type="text"/>