

## LINCOLN CHRIST'S HOSPITAL SCHOOL

### 16-19 BURSARY FUND FOR ACADEMIC YEAR 2018/19

The 16-19 Bursary Fund is allocated by the Education Funding Agency (EFA). The purpose of the fund is to provide financial help to students whose access to or completion of education is prohibited by financial constraints.

This policy explains the arrangements at LCHS for the disbursement of the Bursary Fund available to students. This policy seeks to promote equality for students and ensure that the EFA guidelines have been followed.

To be eligible for support a student must be aged 16-18 at the start of the academic year and have been resident in this country or the EU for the last 3 years.

**WHO CAN APPLY?** There are two types of support available

#### 1. **Vulnerable Bursary**

This is a guaranteed bursary of £1200 per annum for young people who are either in care or leaving care; in receipt of Income Support (or Universal Credit) in their own name; or in receipt of both Employment Support Allowance and Disability Living Allowance (or Personal Independence Payments).

#### 2. **Discretionary Bursary**

The school operates a general eligibility criterion based on household income but there is no fixed award. This depends on the number of applications we receive, the funds available and individual circumstances e.g. total family income, outgoings, number of siblings, cost of courses etc.

- If household income is below £25,000 we will guarantee to offer support towards travel and course costs. If household income is very low but falls just outside the limits of eligibility for free school meals we may be able to offer support towards the purchase of school meals up to an agreed limit.
- If household income is between £25,000 and £32,000 we will offer a contribution towards travel and some compulsory course costs.
- If household income is between £32,000 and £40,000 we will make a contribution towards travel costs to school.

In all cases, proof of household income will be required, except where the student is in receipt of Free School Meals. Students requesting financial help should complete a form for free school meals entitlement if appropriate; these are available from the School's Reception Office.

### **WHAT KIND OF FINANCIAL SUPPORT IS AVAILABLE?**

#### 1. **"In Kind" Support**

This is the preferred method of support, where the Fund pays directly for course expenses on behalf of the student. This covers anything purchased through school and applications for support must be made **BEFORE** the expenditure is incurred.

For example

- Stationary – all eligible students can now receive certain items of stationary directly from Student Services e.g. ring binders, pens, paper
- School trips and extra-curricular activities relevant to the student's school curriculum
- Books and Revision Guides (where these are purchased through the school)
- Examination fees not covered by the existing school provision
- Uniform and equipment e.g. overalls and boots for Engineering
- School meals
- CRB checks for work experience

#### 2. **Cash Awards**

At present we still give cash payments (by BACs transfer) where it is not possible or too difficult to make an award "in kind"

For example

- Travel expenses to school, work experience or to university open days and interviews
- Books and equipment not purchased through school
- UCAS application fees

## **TERMS AND CONDITIONS**

Except in exceptional circumstances, awards will only be made if

1. Attendance is above 90% (this includes lessons, enrichment activities and form time) and there are no unauthorised absences.
2. The required number of supervised private study (SPS) sessions are completed each week.
3. A student meets the standards of achievement and behaviour as set out in the LCHS Learning Agreement

## **HOW TO APPLY**

### **1. Guaranteed Bursary**

This is only available to students who are in one of the defined vulnerable groups listed above. Funding for students entitled to this type of Bursary will be held centrally by the Learner Support Service and the School must complete a Funding Claim form from the Department for Education before the funds are released. Guaranteed Bursary application forms and details of the evidence required in order to process a claim are available from Student Services.

### **2. Discretionary Bursary**

- Complete the attached 16-19 Bursary application form and return it to Student Services.
- Enclose all financial evidence requested or a decision may be delayed.
- Students will be informed within 3 weeks of receipt of a completed application form whether or not the application has been successful or if we need further evidence.

## **TRAVEL SUPPORT**

- A student must live more than 3 miles from school, as defined by the shortest suggested route on Google Maps.
- If eligible for a Post 16 Transport pass from Lincolnshire County Council (LCC) we offer two options
  1. We will refund the cost of the pass if it has already paid been for. Please supply evidence of payment. Please note that as support is dependent on continued attendance we will make payments termly rather than yearly.
  2. We can pay the full cost of this direct to LCC on a student's behalf. To receive this support please apply to LCC for the pass and provide us with a copy of the letter from them which confirms a student's eligibility for it and the TRA Number. We are unable to pay for the first term for new Year 12 students until they have registered in September so we suggest the first term is paid for and then reclaimed from the Bursary Fund.
- If a student uses the LCHS bus from Gainsborough, Horncastle or Cherry Willingham/Fiskerton, we can arrange to pay the cost of this direct from the Bursary Fund on a student's behalf.
- If a student lives within the City of Lincoln or surrounding villages we will award an amount each half term towards the cost of the Megarider or Megarider Plus weekly bus pass.
- If a student lives further afield we will make a contribution towards actual transport costs (evidence will be required).

## **OTHER INFORMATION**

- Books and equipment bought on behalf of a student are deemed to be the property of the School and their return may be requested on completion of the course (or early withdrawal).
- Students will need their own bank account as cash awards are usually paid by BACs transfer. A joint account is acceptable, as long as the student is one of the account holders.
- The Fund is limited so support is not guaranteed. If a student believes a decision not to support an application is unfair, he/she can appeal in writing to the Director of Sixth Form.