

# **COWLEY INTERNATIONAL COLLEGE**



## **BURSARY POLICY AND PROCEDURES 2022-23**

## Cowley Sixth Form College Student Bursary Policy

### 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 Cowley Sixth Form 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:

[16 to 19 Bursary Fund guide 2021 to 2022 academic year - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/16-to-19-bursary-fund-guide-2021-to-2022-academic-year)

The 16 to 19 Bursary Fund provides financial support to help students overcome specific barriers to participation so they can remain in education.

### Summary of the 16-19 Bursary Fund for 2021 -22

The 16-19 Bursary Fund has **two** elements:

1. A bursary of £1,200 a year (£30 per week for 38 weeks) for young people in the following defined **vulnerable** groups:

- a) In care
- b) A care leaver
- c) In receipt of Income Support, or Universal Credit because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them
- d) In receipt of both the Employment Support Allowance (or Universal Credit) **and** Disability Living Allowance (or Personal Independence Payments) **in their own right**
- e) 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.
- f) 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.
- g) Other eligible groups:
- h) Unaccompanied asylum seekers are treated as being in care.
- i) A young person placed with a foster carer by a local authority.
- j) No other groups are eligible.

2. **A discretionary bursary** may be awarded to those who need financial help but do not qualify for a vulnerable student bursary. Discretionary Bursary awards are targeted towards those young people who face the greatest financial barriers to participation; such as the costs of transport, meals, books and equipment.

Cowley Sixth Form 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.

Cowley Sixth Form College's criteria are as follows:

- a) Students with a Family Income less than £27,000
- b) Students who received free school meals at the time of leaving High School
- c) Students whose family is in receipt of Income Support (or Universal Credit)
- d) There are more than three dependents in the household

Note regarding '2a': When two or more children from a particular household attend Cowley Sixth Form College, the income threshold is adjusted in multiples of £27,000. The bursary fund entitlement is shared equally between the children.

Cowley Sixth Form College will consider annual household income and distance travelled to college, to cater for the individual needs of the student. This bursary can provide support for transport, college equipment, vouchers or credits for meals, required books and/or equipment and essential college visits.

We plan to offer three levels of assistance based on income from September 2022 as follows:

Level	Income	Discretionary award (weekly)
1	< £16,190	£30
2	>£16,190 < £20,000	£20
3	>£20,000 < £27,000	£10

**Note: Weekly amounts are subject to change for each academic year based on the level of the demand.**

In keeping with current 16 – 19 bursary guidelines the college has the right to direct students to spend their bursary on travel costs, meals during the day, or equipment for their courses or can purchase these items for them in lieu of payments to their bank account.

### **Bursary Payments**

If you qualify for either the Vulnerable Support or Discretionary funding then this money will be paid directly to you on a monthly (4 week) basis.

The payment will be made into your own personal bank account. It is therefore up to you on how you choose to use it to best support your education.

### **Applications for Cowley Sixth Form College Bursary Awards**

Applications must be made using the documentation issued on our New Student Welcome Day in June or, for existing students moving into Y13, issued by the college to students directly. The initial deadline for applications is **31st August 2022**, at which point the system will be closed. All completed bursary applications, that also include **all correct evidence requested**, and submitted by this deadline will receive backdated payments to cover September to allow for the administration time required to process applications.

Bursary applications submitted after the 31<sup>st</sup> August, or applications submitted by this date that do not contain the correct evidence for processing **will not** receive any backdated payments.

Applications can be made at any time throughout the academic year.

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

Students who are deemed eligible should be aware of the following considerations which will be addressed to maintain allocation of bursary/funding throughout the year:

- a) **They must maintain 100% attendance for weeks to be eligible for payment**
- b) **There must be no unauthorised absences during the school day or persistent lateness.**
- c) **They must maintain acceptable levels of behaviour, as outlined in the Sixth Form College Charter**

### **Attendance requirements**

- a) Students in receipt of the vulnerable bursary, (who do not achieve 100% attendance for a week), will receive a % payment in line with their overall college attendance.
- b) Students will only receive discretionary bursary funding if they have secured 100% attendance for eligible weeks at college. The only exceptions to this rule include the following:
  - i) Medical Procedure or illness supported by a Doctor's Certificate, Hospital letter or letter from parents/carers.
  - ii) Hospital Appointment (hospital documentation is required)
  - iii) University Interview/University Open Day.
  - iv) School Trip Excursion.
  - v) Official School Closure i.e. snow day.

There may be occasions when cases have to be looked at on an individual basis.

An example of these could include any of the following, although this list is not in depth:

- a) Family/close friend's funeral.
- b) Sports trials/training/county selections.
- c) Religious events.

**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.**

**It is important to note that the available fund is extremely limited. The college is under no obligation to make payments or re-imbursments if the application process is not followed correctly. In addition, failure to comply with the terms of the Attendance Policy and/or the Sixth Form Learner agreement will result in further funding not being available.**

### **Supporting Industry Placements**

As a college we recognise the fact that some programmes of study will require students to incur additional costs which are above what would normally be expected from full time study. This could include, but not limited to, transport cost to enable a student to access work placement or interview. These students may only need support for a short period of time and may be in addition to students who are already eligible for and in receipt of a bursary payment.

### **Appeals**

Any student wishing to appeal against the Support Level allocated and/or a refusal should do so in writing within 2 weeks of receiving their letter of Support Allocation. Appeals should be made to Mrs Faulkner (Director of Sixth Form) or Mr Dunford (Head of Achievement).