



## BISHOP VESEY'S GRAMMAR SCHOOL

### Student Financial Support Funding Policy

<b>Date of last review</b>	September 2018
<b>Review prepared by:</b>	Graham Swindells Finance Director & School Business Manager
<b>Review date/by whom</b>	Finance, Estates and People Committee 19 November 2018
<b>School's next annual review date/by whom:</b>	Autumn 2019 by Finance Estates and People
<b>Signed by Chair of Finance, Estates and People Committee:</b>	

This policy is written with the United Nations Convention of the Rights of The Child in Mind. All of our policies bear in mind Articles 3 and 28 - the child's best interests and the right of the child to an education.

### **1. What is ESFA Student Financial Support Funding?**

The Student Financial Support Funding has three main elements:

#### **1.1 Vulnerable Bursary**

A bursary of £1,200 a year for young people in the following defined vulnerable groups. In Care, care leavers, young people in receipt of income support or Universal Credit and disabled young people in receipt of Employment Support Allowance or Personal Independence Payments who are also in receipt of Disability Living Allowance or Universal Credit.

#### **1.2 Discretionary Bursary**

Discretionary awards made by providers to young people in ways that best fit the needs and circumstances of their students. Bursary awards should be targeted towards those young people who face the greatest financial barriers to participation; such as the costs of transport, meals, books and equipment. Discretionary bursaries will be awarded subject to the limit of available funding by the ESFA.

The fund is made available from the government through its funding body – Education and Skills Funding Agency (ESFA) for 16-19 year olds – to provide assistance to students whose access to, or completion of, education is inhibited by financial constraints or barriers.

Students may be eligible for both Vulnerable and Discretionary bursaries.

#### **1.3 Equipment Support**

The School reserves the right to utilise any unclaimed funding on Equipment and Materials that can be loaned out to students to support their students this may include but is not limited to ICT Equipment and Text Book Resources. The allocation of equipment resources will be at the discretion of the Head of Sixth Form and Heads of Year for the 6<sup>th</sup> Form. This will be allocated based on the deprivation factors detailed below and personal circumstance of students.

### **2. Who is eligible to apply for the ESFA 16-19 Student Financial Support Funding?**

Students following government (ESFA) funded full time or part-time courses, who are 16 years and over and satisfy one or more of the following criteria:-

- Students aged at least 16 and under 19 at the start of the academic year in which they start their programme of study (31<sup>st</sup> August 2018) who are in care, leaving care, in direct receipt of Income Support or Universal Credit or disabled and in receipt of both Employment Support Allowance or Universal Credit and Disability Living Allowance or Personal Independence Payments.
- Students who face the greatest financial barriers to participation, such as the costs of transport, meals, books and equipment.
- Students who are eligible for free school meals.
- Students who satisfy the residency criteria in the ESFA Funding Guidance for 2018/19. This document will set out the evidence that is required to confirm eligibility.

**Evidence of income must be provided to support all applications.**

**3. Who is NOT eligible for ESFA Student Financial Support Funding?**

- Students under 16 years of age or over 19 years of age on 31/08/18.
- Students who do not meet the residency criteria.

**4. How does the school assess applications and allocate ESFA Student Financial Support Funding?**

The ESFA Student Financial Support Funding for 16-19 is a limited fund and the school will prioritise allocation based on funding available from the ESFA. Once a decision has been made regarding the amount of entitlement based on the original application and backed up by evidence received this decision of entitlement is the final decision and will be used in the allocation of funds. The School will use the basis of household income including Universal Credit to determine eligibility.

**5. Vulnerable group**

Students aged under 19 on 31/08/18 and who fall into one of the following categories:

- currently in care
- care leavers
- in receipt of Income Support or Universal Credit
- Disabled and in receipt of Employment Support Allowance or Universal Credit who are also in receipt of Disability Living Allowance or Personal Independence Payments.

Eligible students will be guaranteed a bursary of £1,200 (payments will be made twice throughout the academic year).

**6. Discretionary Group. There are 3 priority groups, High, Medium and Low.**

Students aged under 19 on 31/08/18 and who fall into any of the following categories:

**High priority group**

- Eligible for free school meals
- Family has a gross annual household income of below £16,190

**Medium priority group**

- Family has a gross annual household income of between £16,190 and £20,817

**Low priority group**

- Family has a gross annual household income of between £20,817 and £25,521.

Those in the low priority group will be considered for payment based on the funds available after the high and medium priority groups have been awarded.

Payments will be made twice throughout the academic year. Cheques can be signed for at the Main School Office during week beginning Monday 8<sup>th</sup> October 2018 and week beginning Monday 4<sup>th</sup> February 2019. Payments for both vulnerable and discretionary bursaries maybe paid in kind rather than cheque, this is at the discretion of the Sixth Form team and Senior Leadership Team.

**The receipt of a vulnerable or discretionary bursary is conditional on students' participation in post 16 Education and meeting the required standards for behaviour and attendance at Bishop Vesey's Grammar School (if a student's attendance falls below 90% the school will withhold the payment**

**of the Student Financial Support until the level of attendance is acceptable and therefore in excess of 90%.**

**7. Payment process**

To receive payments the student must hold a bank account in their own name. An account is required as payments are made by cheque to the student and crossed 'Account payable only'. Applications must be returned to Mrs Kite in the Main School Office before Friday 21st September 2018. Applications will be recommended by Mr Swindells, Finance Director and School Business Manager and authorised by Mr D Goodwin, Head of Sixth Form.

**8. Equipment Loans**

All equipment loans will be managed by the Head of Sixth Form and Heads of Year for the 6<sup>th</sup> Form. All loan equipment will remain the property of the school and must be returned when students leave the school and any equipment outstanding could incur a charge. Eligibility for equipment loans is at the discretion of the Head of Sixth Form and Heads of Year for the 6<sup>th</sup> Form and a log will be kept with access given to this log to the School Business Manager and the ICT Team.