



# BISHOP VESEY'S GRAMMAR SCHOOL

## Student Financial Support Funding Policy

Date of last review	September 2022
Review prepared by:	Graham Swindells Finance and Operations Director
Review date/by whom	Headteacher & Report to FGB
School adoption date (for reviewed policy):	1 <sup>st</sup> September 2023
School's next annual review date/by whom:	Autumn 2024
Signed by Chair of Finance, Estates and People Committee:	

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 two 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 which are essential in the continuance of Post 16 studies . 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.

### **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 2023) 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 2023/24. This document will set out the evidence that is required to confirm eligibility.

**Evidence of eligibility as a result of household 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 31/08/23.
- 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 31/08/23 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 as defined below.**

Students aged under 19 on 31/08/23 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 £17,000
- key household income provider in receipt of Universal Credit
- students in Receipt of Pupil Premium in Year 11 at their previous school.

**Medium priority group**

- Family has a gross annual household income of between £17,001 and £22,000

**Low priority group**

- Family has a gross annual household income of between £22,001 and £26,500.

**Exceptional Costs**

- Students who have exceptional costs beyond the discretionary bursary award will be able to make an additional claim subject to the availability and limitations of the annual funding allocation received by the school from the Education and Skills Funding Agency

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.

**7. Payment in Kind**

Payments for both vulnerable and discretionary bursaries may be paid in kind rather than a direct payment, this is at the discretion of the Sixth Form Team and Senior Leadership Team.

Laptops paid in kind will be purchased by the school using Discretionary Funds to be given to any qualifying students from any of the four categories detailed above as essential items to access the curriculum and education at the school. These will be issued in September 2023.

### **8. Payment process**

Payments will be on receipt of a claim via the <https://forms.office.com/e/Fp4sT99Neg> during the academic year. Advance payments will only be made three times a year October 2023 and January 2024 and March 2024.

To receive payments the student must hold a bank account in their own name. An account is required as payments are made by BACS direct to the student's bank account.

### **9. Conditions and Application**

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 95% the school will withhold the payment of the Student Financial Support until the level of attendance is acceptable and therefore in excess of 95%).

**Applications for the 16-19 Bursary fund by advance payment or for the reimbursement of expenses must be made via the following link <https://forms.office.com/e/Fp4sT99Neg> by the 6<sup>th</sup> October 2024.**

Claims will be recommended by Mr Swindells, Finance and Operations Director and authorised by Dr L Rackham, Head of Sixth Form.

### **10. Equipment Loans**

Any 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 Finance and Operations Director and the ICT Team.