

Cambridge Academy for Science and Technology - 16-19 Bursary Application Information

What is the 16-19 Bursary Fund?

The 16-19 Bursary Fund provides support to help students overcome financial barriers which could affect their participation in education. It is to help ensure that all young people are able to be successful on their course, and that financial matters should not stand in the way. The purpose of the bursary is to help individuals with the cost of such requirements as:

- transport
- essential course equipment/materials
- trips
- UCAS application fee
- University Open Day visits

Does the 16-19 Bursary impact DWP Benefits?

Receipt of the 16-19 Bursary Fund does not affect entitlement to any DWP income-related benefits. The 16-19 Bursary is paid directly to the student, in addition to other means-tested benefits paid to families, such as Income Support, Job Seekers Allowance, Child Benefit, Working Tax Credit and Housing benefit, and does not affect them.

However, if the student is in receipt of Disability Living allowance or Personal Independence Payments, *and* Employment Support Allowance, or in receipt of Universal Credit, parents can no longer receive certain household/family benefits for that child, such as child benefit.

Levels of Support from the 16-19 Bursary Fund

Initial eligibility requirements must be met in order to a student to apply for the 16-19 Bursary.

- the student must be at least 16 and under 19 years of age on 31st August in the academic year in which they start their course
- the student must satisfy certain residency criteria

Following the satisfaction of these criteria, there are three levels of support available, details for all Tiers are listed on the following page of this document.

- Tier 1 - Guaranteed Bursary of £1200 pa. For young people who are in one of the defined vulnerable groups as set out by the government.
- Tier 2 - Discretionary Bursary of up to £1200 pa. For young people who were in year 11, or are currently in receipt of Free School Meals
- Tier 3 - Discretionary Bursary of up to £1200 pa. For students whose household income is under a certain amount.

Tier 1 - Guaranteed Bursary

A guaranteed bursary of £1200 per year will be awarded to:

- students who are living in care
- students who are care leavers
- students who receive Income Support *or* Universal Credit (in their own right)
- students who receive *both* Employment Support Allowance (ESA) or Universal Credit (UC) *and* Disability Living Allowance (DLA) or Personal Independence Payments (PIP).*

In order to confirm that students are within one or more of these groups, the college will ask for evidence to be provided. For example, a letter from the DWP stating the benefits the young person is entitled to. For students in care, or care leavers, we will ask for written confirmation of their current or previous looked after status from the local authority.

Tier 2 - Discretionary Bursary (FSM)

(dependent upon Bursary funds still being available after Tier 1 has been administered)

Other students facing genuine financial difficulties may be awarded a discretionary bursary, subject to meeting a common set of principles and priorities identified by Cambridgeshire County Council.

A discretionary bursary of up to a maximum of £1200 per year may be awarded to:

- students who are eligible for Free School Meals in Year 12
- students who were eligible for Free School Meals in Year 11

This must be evidenced by a local authority letter or data sent directly to CAST from the previous school.

Tier 3 - Discretionary Bursary (Annual Household Income)

(dependent upon Bursary funds still being available after Tiers 1 & 2 have been administered)

Students can make applications for this discretionary award if the home they live at, on a permanent basis, has a gross annual household income of below £21,000 (previous threshold for highest EMA award).

This must be evidenced by the following documents for the previous tax year:

- P60
- Tax Credit Award Notice if employed
- SA302 or certified accounts if self employed
- If you are in receipt of income support related benefits (please enquire for full list.)

The Application Process

Students will need to complete an application form and hand it into the college. All necessary evidence will need to be submitted at this time.

How Bursary applications will be considered

The Headteacher will review the application and the evidence provided and will make a decision on whether the application has been successful.

Conditions that will apply to payments being made

All payments from this fund will be conditional. These conditions are clearly laid out in the 16-19 Bursary-Student Contract which is attached to this policy.

The purpose of the 16-19 Bursary is to help a student remain in education and to provide support with any financial barrier which may get in the way of the pursuit of success in post-16 education. If a student is not meeting the requirements laid out by CAST in the Home School Agreement, or is in violation of the Attendance and Absence Policy, then the Bursary may be withheld. This is because we cannot consider the student to be compliant with our rules and procedures - which are designed to help students be successful in their courses.

How the Bursary will be paid

Bursary payments will be made termly. For the discretionary bursary, up to date documentation may be requested prior to each payment in order to confirm that the eligibility criteria are still being met. Finance will authorise the payments for each term and these will be made directly into student's bank accounts via BACS payment.

Fraudulent Information

The school reserves the right to refer to the Police any application where monies have been awarded that appear to be fraudulent.

CAST 16-19 Bursary Fund – Student Contract

Absences

When absence is planned, it must be authorised and fall into one of the following categories. The Attendance Officer must be notified of the absence in advance and provided with relevant evidence following the our Attendance Policy.

Reason	Evidence
Medical appointment which cannot be arranged outside of school hours.	An appointment card/letter or doctor's note must be provided.
Occasional care for a person if student has agreed caring responsibilities.	We must be informed at time of enrolment, or when caring responsibilities begin.
Recognised Religious holidays.	Maximum of 3 days allowed per year.
Visit to university to attend an open day/interview or a career related interview or audition.	Evidence must be provided through an invitation letter / requests from home. Maximum 6 per year.
Appointment with Connexions	Letter detailing appointment.
Advisor or Support Interview.	An appointment note from the advisor must be provided. Disruption to studies should be avoided as much as possible when arranging such appointments.
Unwaged work experience placement relevant to course.	This can be evidenced by a letter from employing organisation and Headteacher consent.
Field trips and other extra-curricular activities related to areas of study.	This can be evidenced on an Absence Request Form.
Attendance at a family function/funeral.	A letter from parent/guardian will be required.
Severe disruption to transport.	News report, school authorisation.
Driving test (not lessons).	A letter from the DVLA must be provided.
Court attendance, probation meeting or social service review.	A letter from court or social services must be provided.

All absences are unauthorised unless a valid reason is given.

If your absence could not be foreseen, you must have made every effort to inform us either via email or phone.

This Bursary Contract is made between you, the student, and the college. The allowance will be paid in full – **provided that you honour the agreement in full**. It is very important to be clear about what this means.

In signing this contract, I understand:

- **That I must attend 100% of sessions** designed by the school as part of my programme of study, except where prevented from doing so by authorised absence.
- **That if my attendance falls below 90%**, that this will result in a loss of the bursary payment.
- **To meet the requirements of my course**, completing to an acceptable standard and within the deadlines set for all coursework, homework and any other assignments set by my teachers including any work that may have been set when I was absent.
- **To abide by the Home School Agreement**, and the terms of behaviour and work expectation set out there.

If the above conditions are not met, payment may not be authorised.

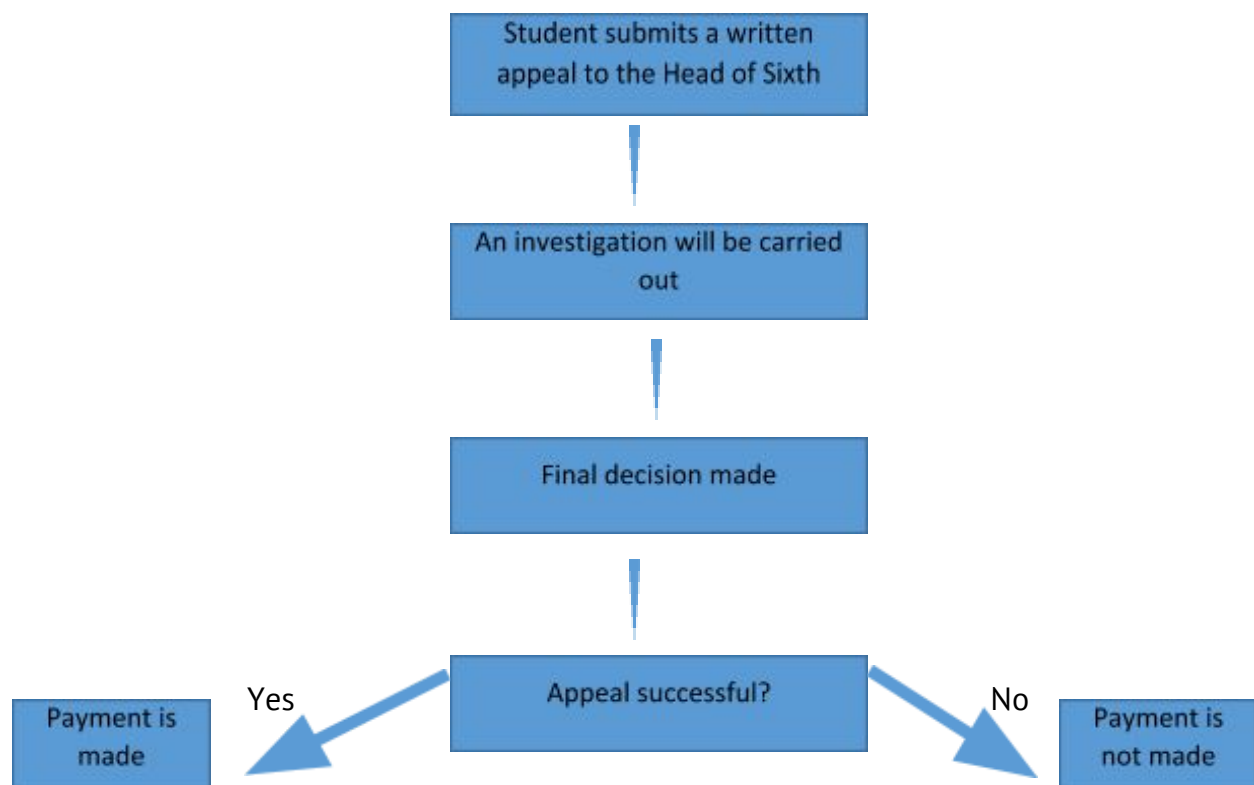
Sickness

Payment/absence can be authorised for sickness, provided that the procedure is followed and that it is in line with the school sickness policy. If sickness lasts for longer than one individual academic week, then a medical certificate is required.

Patterns of absences will be investigated and payment can be withheld for this reason.

Student appeals Process

In the event that you need to make an appeal based on the bursary payment not being received, the following procedure will take place:



CAST 16-19 Bursary Fund Application

Prior to completing this form please read the attached Application Information. The deadline for submission of this application is the last Friday in September. Forms are to be handed into the Office.

Student Details

Surname/Family Name	
First Names	
Date of Birth	
Address	
Post Code	
E-mail address	
Home Phone	
Mobile Phone	
Payment made payable to	Student's name
Name of bank account holder	
Bank sort code	
Account Number	

Bursary Tier to which you are applying: *please tick*

Tier 1	
Tier 2	
Tier 3	

Please state what evidence you are submitting to verify your application
(The list of evidence required is detailed on the Application Information sheet.)

If you are applying for Tier 3 please explain what you would like a contribution towards.

I confirm that the details are true and accurate.

Signature..... (student)

Signature (parent/guardian)

Date

If making an application to **Tier 2 or 3** please ask your parent/guardian to complete the next section.

CAST 16-19 Bursary Fund Application

Prior to completing this form please read the attached Application Information.

Parental/Carer Details

Surname/Family Name:	
First Name:	
Date of Birth	
Address	
Post Code	
National Insurance Number Parent/Carer 1	
National Insurance Number Parent/Carer 2	
Home Phone	
Mobile Phone	
Household Income per annum	

I/We confirm that the details on this application are true and accurate.

Parent/Carer 1 Signature :.....

Date :.....

Parent/Carer 2 Signature:

Date:.....

CAST 16-19 Bursary Fund Application

For administrative use only

Nature of evidence provided:

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Bursary awarded:

Yes

No

Awarding Panel Decision:

Tier Awarded	Amount awarded annually
Tier 1 Tier 2 Tier 3	

Notes:

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CAST 16-19 Bursary Contract

I HAVE READ THIS AGREEMENT CAREFULLY. I UNDERSTAND THAT FAILURE TO COMPLY WITH THE ABOVE MAY RESULT IN LOSS OF A BURSARY PAYMENT

You have the right to appeal against a payment being withheld. A flowchart detailing the appeals process is available within this contract.

Student:

I have read and understand the conditions of this contract and will work towards successful completion of my course. If I change course or provider, I agree to seek appropriate careers advice. If any of my circumstances change, I will notify the college in writing.

Signature:.....

Name:.....

Please print

Date:.....

CAST:

We will support the young person in achieving their learning goals.

Signature:.....

Name:.....

Date:.....