MARICOURT
CATHOLIC
HIGH SCHOOL
& SIXTH FORM CENTRE

# 16-19 BURSARY FUND POLICY

Mission Statement

Our Maricourt family, with Christ at the centre, is a community of welcome, compassion and respect in which we are encouraged to discover our true purpose and empowered to achieve the extraordinary so as to be the change we want to see in our world.

INSPIRE
WITH
MARICOURT

POLICY REVIEWED: SEPTEMBER 2025
SCHEDULED REVIEW: SEPTEMBER 2026

## 1. What is the 16-19 Bursary Fund?

This fund is made available from the government through its funding body, the Education and Skills Funding Agency (ESFA), to provide assistance to students whose access to and participation in education is inhibited by financial constraints or barriers.

## 2. Who is eligible to apply for 16-19 Bursary funding?

Students following government funded full time or part-time courses, who are 16 or over but under 19 years of age on the 31st August 2025.

**NB.** Students aged 19 or over are eligible to receive a discretionary bursary if they:

- are continuing on a study programme they began aged 16 to 18 ('19+ continuers') or have an Education, Health and Care Plan (EHCP)

Students can receive a discretionary bursary while they continue to attend education (in the case of a 19+ continuer, this must be the same programme they started before they turned 19), as long as their eligibility continues and their institution considers they need the additional support to continue their participation. Students aged 19 or over are not eligible for the vulnerable student bursary.

## 3. How does Maricourt Catholic High School assess applications and allocate 16-19 Bursary funding?

The 16-19 Bursary Fund is a limited fund and the school will prioritise allocation according to personal circumstances and household income. There will be **2 categories of funding.**

### Category 1

To be eligible for the Category 1 bursary (vulnerable group bursary) students must be in one of the defined groups

The defined vulnerable groups are students who are:

- in care
- care leavers
- receiving Income Support (IS) or Universal Credit (UC) because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them such as a child or partner
- receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in their own right as well as Employment and Support Allowance (ESA) or UC in their own right.

**Eligible students under Category 1 can apply for a bursary of up to £1,200 made payable in 3 termly instalments.**

**Category 2**

To be eligible for the Category 2 (discretionary group bursary) students must be facing financial barriers to participation and need help to stay in education.

Students who fall into one of the following:

- have a gross annual household income of below £30,000;
- are eligible and claim free school meals.

Students in this group may be eligible, subject to the availability of funds, for the following:

- a contribution towards the cost of transport, essential course equipment/books and learning resources, trips, materials etc;
- a possible cash bursary if aged under 19 on 31st August 2025;

Bursary payments are dependent on meeting agreed attendance and behaviour criteria. Students should understand that the 16-19 Bursary Fund cannot be used to support personal living costs but should only seek to support them in accessing their further educational activities.

## 4. Procedures

### Information and Application

Information on eligibility and how to apply for the Bursary is available from Mr Halliday, Head of Sixth Form. This information is also available from the school's website.

Applications should be made on the Bursary Application Form available from the Sixth Form Office or downloaded from the school's website.

- Applications should be made as soon as possible and by 30th September 2025 at the latest. **Information provided will be treated in the strictest confidence**.

- Students can apply for a bursary at any time, for example if their household circumstances change during the academic year.

- Students who apply for the category 1 bursary will need to provide documentary evidence (as outlined in the application form) to show that they fall into one of the nominated vulnerable groups: young people in care, care leavers and those in receipt of Income Support, Universal Credit, Disability Living Allowance.

- Free School Meal evidence can be obtained without student involvement as the Local Authority provides the school with confirmation of all students granted Free School Meals.

- Other applications must be supported by relevant documentation (as outlined in the application form).

- Completed forms should be handed in to Mr M Halliday, Head of Sixth Form.

- All applicants will be advised of the outcome by letter.

## 5. Method of payment

- Payments will be paid directly to the student's bank account and should not be paid into another person's account, except in exceptional circumstances where a student is unable to administer their own account. Category 1 payments will be made in 3 instalments i.e. one per term, paid after the half term break. Category 2 payments may or may not be staged, as above, depending on the sum involved and the reasons why funding has been granted.
- Category 2 payments are dependent upon attendance and progress.
- The allocation and spending of the Bursary Fund is subject to official audit and the school and students may be asked to show for what educational purposes the money allocated has been used.

## 6. Decisions

Decisions about acceptability of evidence for eligibility and assessment of need will rest with the school's Finance Manager. They will be communicated to applicants via letter. An appeal against any decision will be heard by an Appeals Panel comprising the Headteacher, a Governor and a member of the Senior Leadership Team.

Appeals must be made in writing within 5 working days of decisions being issued.

## 7. Policy Review

The Governing Body intends to review and update (as appropriate) the school's 16-19 Bursary Fund Policy and procedures on an annual basis, depending on Government policies and any local agreements which may evolve.

For any queries or clarification required, please contact either the school's Finance Manager, Mrs M Pritchard or Mrs Higgins, Assistant Headteacher.