



COLCHESTER COUNTY HIGH SCHOOL FOR GIRLS

**47a. POLICY STATEMENT ON THE ADMINISTRATION OF THE ESFA
BURSARY**

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| COMMITTEE | Curriculum & Student Matters |
| SLT RESPONSIBLE | School Business Manager & Mrs Sinéad Hughes, Head of Sixth Form |
| REVIEW | Yearly |
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POLICY STATEMENT ON THE ADMINISTRATION OF THE ESFA BURSARY

INTRODUCTION

This document sets out the procedures that will be followed in the administration of the Education Skills & Funding Agency (ESFA) Bursary 2023-2024.

Policy statement

The Governing Body is committed to supporting students who face the greatest financial barriers to continuing in education post-16.

Entitlement

The 16-19 Discretionary Bursary Fund allocation for Colchester County High School for Girls for 2023-2024 is approximately 23,445.

Alternatively, students in defined vulnerable groups can apply to the ESFA's central vulnerable students' fund, through the school, for a bursary of up to £1,200 based on a financial needs assessment and amount of support required.

Bursary Budget for Colchester County High School for Girls

Discretionary bursaries between £800 and £1,200 Numbers to be determined by application

| | | |
|-----------------------------|--------------|---------------------------|
| In-kind support allocations | £ (variable) | Dependent on the previous |
| Administration | £1,172.25 | 5% of total |
| Contingency | £2,344.50 | 10% of total |

Eligibility

It is anticipated that any student in the sixth form and meeting the criteria below will be eligible. However, any terms and conditions in the ESFA's 16-19 Bursary Fund Guide for 2023-2024 shall apply.

Vulnerable groups

Nominated vulnerable groups are as listed below. Students will need to advise the school if they fall into this group so that the correct application to the ESFA can be made on their behalf for bursary funding.

- Young people who are looked after (in care)
- Care leavers
- Young people in receipt of Income Support (or Universal Credit in place of income support) in their own name
- Young people in receipt of Employment and Support Allowance or universal credit and Disability Living Allowance or Personal Independence Payments in their own name

Discretionary bursaries

Discretionary bursaries will be paid to students who live in a household where the parent (s) / guardian (s) are in receipt of income support or universal credits and whose gross household income is less than £30,000.

Students eligible for Free School Meals will be automatically eligible for a discretionary bursary. As per the 16-19 Bursary Found guidance (2023) CCHSG will carry out annual check of bursary fund eligibility to ensure fairness and equity with the distributions of funds.

The value of a discretionary bursary will depend on the number of approved applications and an assessment of the students' actual financial needs. It will be calculated by deducting the administration fee and the contingency from the total allocation and dividing the remainder by the number of applicants (subject to the maximum amount payable).

In-kind support

Care will be exercised in order to prevent diverting funds away from discretionary bursaries. Areas of in-kind support include transport, meals, materials, course-related trips, UCAS fee/travel to open days, sports activities (where these contribute directly to a course) or professional membership fees.

Contingency

The contingency may be used to meet requests for in-kind support and late applications for assistance where a student's financial circumstances deteriorate significantly during the year.

Administration

Students will be invited to apply for a bursary at the start of the Autumn Term and they must apply and provide evidence for eligibility by 15 September 2023. Decisions with regard to the allocation of the Bursary will be made by the end of the fifth week of the Autumn Term.

Evidence for eligibility must include:

- An award letter from the Department for Work and Pensions (TC602) setting out the Income Support benefit the student is entitled to for the financial year April 2023 to March 2024.
- The Local Authority will be able to provide a letter for the school confirming a student in care or as a care leaver.
- Evidence of the family income such as a benefit entitlement or a Tax Credit Award Notice if parents are employed or other certified information if they are self-employed.
- Only the most up to date / correct financial year documentation will be considered as evidence.
- Payments can only be paid direct to the student's personal bank account. Details must be provided as part of the application process.
 - Name of Bank or building society
 - Account number
 - Sort Code
 - Name on the account: - Student name

Funding will be received by the school in 2 instalments; 2/3 in October 2022 and 1/3 in April 2023. Payments will be made after assessment in November followed in March & June, by BACS (3 payments a year), made payable directly to the student.

Expenditure will be monitored and reported to the ESFA in accordance with its requirements. The use of funds will be checked as part of the normal audit process.

Subject to the right of the ESFA to reclaim unallocated funds, such funds may either be distributed amongst recipients of mainstream bursaries (subject to the maximum) in the second half of the summer term or carried forward to the 2024-25 fund.

Appeals

Appeals should follow the school's complaints procedure and should be made by the student.

Student's obligations

Students will need to notify the school if their circumstances change. Money may be claimed back if a student gives information that they know to be false.

Payments of the Bursary will be conditional on the students meeting the expectations as outlined in the Sixth Form Learning Agreement.

Appendix

Letter and Bursary Application