

St. Francis Xavier Catholic Sixth Form Policy and Guidelines for applying for Bursary/Free College Meals ("FCM")

YOU MUST READ THIS DOCUMENT CAREFULLY BEFORE SENDING IN YOUR APPLICATION AS IT FORMS THE BURSARY CONTRACT AND GIVES FULL INFORMATION ABOUT ELIGIBILITY AND CATEGORIES FOR PAYMENT

ANY MONEY RECEIVED FROM BURSARY FUNDS MUST BE USED TO SUPPORT STUDENTS OVERCOME THE FINANCIAL BARRIERS TO PARTICIPATION IN EDUCATION – FOR EXAMPLE: TRAVEL COSTS, FOOD DURING THE COLLEGE DAY, EQUIPMENT AND RESOURCES.

The College reserves the right to spend part of the Bursary fund on course fees, trips and course-specific resources.

YOU WILL BE SENT AN APPLICATION FORM (in the form of a Google Form) IN THE FIRST WEEK OF TERM, ONCE YOU HAVE A COLLEGE LOGIN.

Applications are processed on a first come, first served basis and early application is advised.

Returning students who were eligible for the Bursary last year must complete the short Google Form confirming that your situation has not changed. All bursary students are also eligible for Free College Meals, which is paid directly onto your ID cards, at £3.50 per day, which can be used to buy food and drinks in the canteen. Students who are eligible for the bursary will also have any course fees and costs for trips covered.

Applications will not be accepted if they are incomplete and/ or do not have the relevant supporting documents. Completed applications should be submitted with supporting documents **BY 29th SEPTEMBER 2023**. Applications received after this date will not receive back-dated pay and no late applications will be accepted after Friday 1st December.

Original documentary evidence is required to be scanned/photographed and uploaded with the completed Application form. Bank details for those students found not to be eligible will be deleted. Documentary evidence is kept for 6 years as per ESFA rules.

Bursary Fund - There are two types of bursary:

- i) **Discretionary Bursary** for eligible learners with a household income of £20,000 or less (household income includes Universal Credit, Working Tax Credit and Child Tax Credits).
- Free College Meals will be available to the all students in receipt of the Discretionary Bursary.
- To be eligible for FCM, you have to have provided a letter/email from your secondary school confirming you have been in receipt of Free School Meals at any time since April 2018 or your parent(s) need to have a monthly income/earnings of £616.67 or less according to their most recent Universal Credit statement. If a student isn't eligible in either of these ways, we will complete a manual assessment of your parent(s) annual household income will be done.
- Where Universal Credit is being used as evidence of household income, the last 3 months' award statements should be provided. If you parent is self-employed they will also need to complete and submit a self-declaration form. Where a Tax Credits document is being used, please provide the complete Final Tax Credits Award Notice for 04/2022 to 04/2023. Please submit all the P60s for 04/2022 to 04/2023 for all your parent's/ jobs or SA302/P800Ts for 04/2021 to 04/2022 – confirmation of earnings from HMRC - if your parent is self-employed.
- If you or your parent/carer is in receipt of one of the following benefits you should be entitled to FCM: Income Support, Income based Jobseekers allowance, Income related Employment Support Allowance, Support under part V1 of the Immigration and Asylum Act, the guaranteed element of State Pension credit; Child tax credit (provided you are not entitled to Working Tax credit) and have an annual gross income of no more than £16,190; Universal Credit with net earnings not exceeding the equivalent of £7,400 pa. You may also be entitled if you received Free School Meals previously but do not meet the Universal Credit criteria.
- There are 3 categories of need for Bursary eligibility: household income, distance (more than 8 miles away or more from College – this can be checked on Google. The College's postcode is SW12 8EN) and number of siblings who are school age or younger. If you qualify under all 3 categories, you will be on Band 1; 2 categories – Band 2 and on income alone – Band 3. Payments are tiered.

ii) **Enhanced Bursary** (known as Defined Vulnerable Groups bursary) of up to £1,200 per year for 16-18 year olds in the following defined groups:

- In care or a care-leaver who is in financial need;
- In receipt of Universal Credit because they are financially supporting themselves and anyone who is dependent on them and living with them, such as a child or a partner;
- young person in receipt of both Employment Support Allowance/Universal Credit **and** Disability Living Allowance/Personal Independence Payments.

The Enhanced Bursary does not form part of the calculation for benefits.

Please complete the Enhanced Bursary Application form and submit it with the required documentary evidence (see below)

- Students in care or care leavers should provide an up-to-date letter of confirmation from social services
- Students living independently should provide their Income Support/Universal Credit award notice. Students in receipt of Universal Credit will also need to provide their tenancy agreement document, a child benefit receipt, children's birth certificates, utility bills etc. as appropriate.

Payments will cover 32 weeks of the year (starting 5 September) and be made every 4-6 weeks, dependent on College holidays. These payments are based on your overall percentage attendance for the period. The attendance payment scale can be seen below. Authorised absences ("A" on a register) will be counted as absence for the purposes of Bursary payments. Students are not paid for these absences, as well any study leave or for College holidays. Payments will be paid by BACS into a bank account in the student's name only.

Payments are made subject to your attendance, punctuality and behaviour in College.

Scale for payments based on attendance and punctuality:

- **90%+ attendance per week = 100%**
- **89% - 85% attendance per week = 50%**
- **Below 85% attendance per week = no payment**
- **If your average attendance over 4-weeks is below 75% payment period = no payment**
- **For every 50 mins or more in combined lateness, you lose a further £5 (so 50mins or more = £5 deduction, 100 mins or more = £10 deduction, 150 mins or more = £15. Over 200 minutes late in any 4 week period = no payment)**
- **0% payment for any exclusions**

All students who live in London are expected to apply for and use the 16-18 Zip Oyster photo card and applications for these should be made before commencement of timetabled lessons. Please visit

<https://photocard.tfl.gov.uk/tfl/showLogon.do>

Once eligibility is confirmed, students will be informed of this by an email to their College email address. The Bursary Contract for 2023-24 is part of the Bursary Application Form.

Students and their families should be aware that giving false or incomplete information that leads to incorrect/overpayment may result in future payments being stopped and any incorrectly paid funds being recovered. They should also be aware that this might be result in a referral to the police with the possibility of the student and/or their family facing prosecution.

Queries and Appeals

It is the responsibility of the student (not the parent/guardian/key worker) to raise any concerns regarding payments. If the student wishes to appeal against any decision made by the Bursary Department please write to bursary@sfx.ac.uk All emails must have the student name, tutor group and student number in the heading.

DATA PRIVACY NOTICE

In order to operate and to fulfil our legal obligation, SFX, (the Data Controller), needs to collect and use certain types of information about people, the data subject, with whom it deals. This personal information will be dealt with properly however it is collected, recorded and used. All information containing personal data is protected against unauthorised access, accidental loss or destruction, and unintended modification to disclosure. SFX fully complies with the principles of the General Data Protection Regulation (GDPR). By completing and submitting this form you consent to SFX holding your information for the purpose stated in the Privacy Notice for Students available on the College website. For more information regarding data protection please contact the DPO at dpo@sfx.ac.uk. The information being collected may be used for the prevention and detection of fraud and crime and we may, under the Regulation, not require your consent to do so. We may also share or be required to share relevant information with other public sector bodies and government agencies, such as the ESFA, the Department for Work and Pensions and HM Revenue and Customs.