



16-19 Bursary Fund 2023-2024

Guidance Notes

These notes are based on the DFE bursary guidance (<https://www.gov.uk/government/publications/16-to-19-bursary-fund-guide-2022-to-2023-academic-year/16-to-19-bursary-fund-guide-2022-to-2023-academic-year>)

Each year the College receives an annual allocation of funds to support its students aged 16-18 from low income households. Students who are 18 at the start of the course but turn 19 during the academic year (i.e. after 31 August) are also eligible. These funds are intended to support those students who face financial barriers to participate in education.

Overview of Financial Support:

1	Priority Bursary	<p>This is an award of up to a maximum of £1,200 per year for students who:</p> <ul style="list-style-type: none"> • are in Local Authority Care or who have recently left Local Authority Care • receive Income Support or Universal Credit in their own name (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 or Personal Independence Payments in their own name as well as Employment and Support Allowance or Universal Credit in their own name. <p>Awards are not guaranteed and will be based on actual need.</p>
2	Discretionary Bursary	<p>The Discretionary Bursary can help students whose gross household income is below £23,000 per annum. A Discretionary Bursary is awarded to students based on their specific requirements. Please see below for more information on the types of costs we can and cannot help with.</p>
3	Free School Meals (provided by the Council)	<p>As we are part of an 11-18 school, your local Council will provide free meals to 16-18-year-old students from low-income households in receipt of certain means-tested benefits.</p> <p>Eligible students will be funded by credits to the value of £2.40 per day, redeemed by using their chosen method of payment in one of the school's or college's food outlets. In line with government policy, no cash payments can be made for Free College Meals.</p> <p>If you are eligible for Free College Meals, you may also be eligible for support with other costs.</p>

Please note: Even if you are eligible for one of the bursaries, Newman College has the right to refuse your application if you do not have any actual financial need. This may be because your financial needs are being met in another way or because you have no college-related costs to meet.

PLEASE ALSO ENSURE YOU HAVE APPLIED FOR FREE SCHOOL MEALS FROM BRIGHTON AND HOVE COUNCIL

<https://www.brighton-hove.gov.uk/schools-and-learning/free-school-meals>

There are two types of bursaries available from Newman College:

1. Priority Bursary

This is an award of £1,200.00 per academic year and will be paid based on need following an assessment. Students entitled to this award must meet one of the three criteria below:

1. Those in receipt of Income Support/Universal Credit supporting themselves/in their own name

Evidence Required: A copy of your three most recent monthly Universal Credit award statements (you should be able to print off details of your award from your online account).

2. Those in care (students aged 16 or 17 who are looked after and have been looked after for periods amounting to 13 weeks since they reached 14) i.e. young people who are, or have been, cared for by the Local Authority. Most care-experienced young people have, or will have had, a Social Worker.

OR care leavers (students aged 16 or 17 who are no longer in care but who have been looked after for periods amounting to 13 weeks since they reached 14) i.e. young people who are, or have been, cared for by the Local Authority. Most care-experienced young people have, or will have had, a Social Worker.

Evidence required: A letter/email from the relevant Local Authority. This must be on headed paper, or from a Local Authority email address. Please see the next page for more details on how 'in care' and 'care leaver' are defined. Written confirmation from the Local Authority of the looked-after status of the student.

3. Those in receipt of both Employment Support Allowance or Universal Credit and Disability Living Allowance or Personal Independence Payments in their own name.

Evidence Required: Your DLA/PIP Award Letter and/or evidence of payments made into your account within the last three months PLUS a copy of your three most recent monthly Universal Credit award statements. (You should be able to print off details of your award from your online account).

How are young people in care and care leavers defined?

For the purposes of the 16 to 19 Bursary Fund, the definitions are:

'in care' means:

- Young people looked after by a Local Authority on a voluntary basis (Section 20 of the Children Act 1989) or under a care order (Section 31 of the Children Act 1989). Section 22 of the Children Act 1989 defines the term 'looked after child'

'care leaver' means either:

- Young people aged 16 and 17 who were previously looked after for a period of 13 weeks consecutively (or periods amounting to 13 weeks) which began after the age of 14 and ended after the age of 16.
- A young person who is aged 18 or above who was looked after prior to becoming 18 for a period of 13 weeks consecutively (or periods amounting to 13 weeks), which began after the age of 14 and ended after the age of 16

If you are not eligible for a Priority Bursary, you may still be eligible for a Free School Meals Bursary or a Discretionary Bursary. Please read on to find out more.

2. Discretionary Student Bursary

The College is responsible for determining the eligibility of applicants to this fund and will use its discretion when awarding this bursary. Please be aware that due to limited funding, discretionary bursaries awarded may be less than the amount applied for, but we will endeavour to support applications on an individual need. Payment will be dependent upon students maintaining attendance above 97% in the term preceding the due payment and performing and behaving well at College.

Groups Eligible:

You or your parent(s)/carer(s), are **in receipt of one or more of the following benefits:**

- Working Tax Credit with a gross income of £23,000 or below per annum
- Housing Benefit or Local Housing Allowance
- Council Tax Reduction Scheme
- Carer's Allowance

* If you live between two homes we only need information from the person you live with for the majority of the time. The address you give on your bursary application and evidence must match the address we hold for you on the college system.

Evidence required:

A letter/award notice confirming your entitlement to benefits from one of the following:

- Job Centre Plus
- Department for Work and Pensions
- Your Local Authority
- Her Majesty's Revenue & Customs e.g., your Tax Credit Award Letter for 2022/23 which shows your income from 2022/23. You must provide the full award letter.

Any letter you provide to us should be dated within the last three months. If your letter is older than three months then please provide a recent bank statement showing a relevant payment going into your account within the last three months.

Any letter provided must confirm the name and address of the person receiving the benefit(s) and this must match the address we hold for the student.

NB- If you or you parent(s)/carer(s) are not in receipt of one of the benefits listed above but are **employed or self-employed with a gross income of £23,000 or below** per annum, you may still be eligible and can apply with the following evidence:

- The most recent three months' pay slips
- P60 for the 2022/23 tax year
- Evidence of self-employed income, e.g. tax return or accountants letter

Support for this fund can be considered on the following:

- Transport – students are eligible if they live more than 2.7 miles from the College, unless there are exceptional or medical circumstances which will be treated on a case by case basis. Students should be aware that they may need to cover their own transport costs for the first few weeks of College.
- Text books – if essential for the course and not already provided, the College will purchase any text books required. Students will need to provide the title of the book, author and the ISBN number. Students should ask their course leader to email y.aboutayab@cncs.co.uk and provide the title of the book, author and the ISBN number. Please do not purchase yourself as the College will not be able to reimburse you.
- Equipment or course materials - if awarded, the College will order these. Please do not purchase yourself as the College will not be able to reimburse you.
- Stationery pack - all eligible students are entitled to receive a basic stationery pack in the first half term.
- Exam resit fees - if awarded, the College will make payment directly to the College Exams account, just bring your completed exam resit form to Ms Aboutayab, Newman College Administrator, Sixth Form Reception (Monday, Tuesday, Thursday and Friday.)
- UCAS fees - if awarded, students would need to make payment which will then be reimbursed by the College.
- Travel costs to University Interviews - if awarded, students would need to make payment which will then be reimbursed by the College (all receipts/copy of paperwork required).
- TOTUM student Card (NUS card) - if awarded, students would need to apply and pay online and costs would be reimbursed by the College.
- Trips - contributions may be made for essential trips which are part of the course curriculum.

Any bursary awards will be paid into the student's bank account.

If students are claiming for transport costs, we will only require a photocopy of your latest Means Tested Benefit for your first half term application.

Applications received after the deadline may not be considered, except for students joining the school after half term.

3. Free School Meals (completed via the Local Council)

Students whose parents/carers receive one of the following are entitled to receive free school meals:

- Income Support (IS)
- Income based (not contribution based) Job Seekers Allowance (IBJSA)
- Child Tax Credit (where there is no entitlement to working tax credit) AND the total household income, as assessed by the Inland revenue
- The Guarantee element of the State Pension Credit
- Income-related employment and support allowance or financially supported by NASS (National Asylum Support Service)
- Students who receive IS or IBJSA in their own right are also entitled to receive free school meals

Free School Meal Application Forms can be picked up from Ms Aboutayab in the College reception or you can apply online at:

<https://www.brighton-hove.gov.uk/content/children-and-education/schools/free-school-meals>

Please note this amendment from June 2022 for families without recourse to public funds:

<https://www.gov.uk/government/publications/free-school-meals-guidance-for-schools-and-local-authorities/providing-free-school-meals-to-families-with-no-recourse-to-public-funds-nrpf>

For successful applicants, a value of £2.40 to spend each day that they attend college, either in the main school canteen, the College Café or one of the other food outlets on site.

If you have an FSM provision you should apply for a college discretionary bursary.

If you are eligible, when and how should you apply?

If you are eligible for any of the bursaries described you will need to apply using the forms found on the Cardinal Newman Website(College section/Information)

You should complete each section of the online application form carefully, making sure you answer all of the questions. You will also need to upload electronic copies of the required evidence. Please do not send evidence to us by email or in the post – it is important that you submit it via the portal so that it can be attached correctly to your application. If you experience any difficulties with the online portal, please email y.aboutayab@cncs.co.uk or newmancollege@cncs.co.uk

Please note: if you apply within the first half term of the academic year, payments will be backdated until the 1st September. Applications submitted after Friday 20 October will not be subject to back payments to the beginning of the year, and **any award offered will be calculated from the date of your application.**

The initial deadline for applications is Friday 8 December 2022, but if you find yourself in financial hardship after this date it is important that you still contact us via email on y.aboutayab@cncs.co.uk or newmancollege@cncs.co.uk

We will then look to see if we have any further funds available to help you.

If there are still funds available after the deadline, we will continue to accept applications at our own discretion.

What happens after you submit an application?

We will assess your application and email your Newman email account with a decision. If you are successful, the email will tell you how much you have been awarded, what the award is for, how these payments will be made to you and the month in which you can expect to receive payments. You will also be sent details about the conditions on your award; all payments are dependent on your attendance record, and you not being subject to any disciplinary procedures. **We aim to process all applications within 15 working days. We can only do this if the application form is fully completed and is submitted with the correct evidence.**

If you are unsuccessful in your application, we will email you explaining why.

If we do not have sufficient evidence to assess your eligibility, we will contact you to request additional information.

What if I am eligible, but cannot find the specified evidence?

In many situations we can be flexible with the evidence required, as we understand that it can be difficult to replace some award letters if lost. We can also offer advice on how to request replacement letters or confirmation of eligibility letters from government agencies. In these circumstances, please contact us by email on y.aboutayab@cncs.co.uk or newmancollege@cncs.co.uk

If you make an application are you guaranteed support?

No. Unfortunately the budget we have available is limited and we may not be able to meet your funding requirements. We would advise you to put in an application as soon as possible as funds are limited and do run out. If your circumstances change during the year, there may still be funds available, so please contact either your PPL or Mr Marsh.

We will not award a bursary to any student who doesn't have an actual financial need linked to their studies, or to students who are receiving full support from other sources.

Student Bursary Agreement

All students are required to submit a Student Bursary Agreement with their first half term application form, which should be signed by both the student and parents/carers.

Appeals

Students have the right to appeal against any decision made. Your appeal should be made in writing to Mr R Marsh (Assistant Headteacher), within two weeks of receiving your award/letter declining support.

What should you do if you do not think you are eligible for a bursary but are still worried about money?

Please contact your PPL/PAM or Mr Marsh.

For any queries, please contact:

Ms Y Aboutayab, Newman College Administrator, Newman College Reception (Monday, Tuesday, Thursday and Friday)

Tel: (01273) 234332 Email: y.aboutayab@cncs.co.uk or newmancollege@cncs.co.uk