



Founded 1548

MAGDALEN COLLEGE SCHOOL

16-19 Bursary & Discretionary Bursary Policy Document

1. Statement

The purpose of this policy, in accordance with the guidelines set down by the Education and Skills Funding Agency (ESFA) is to:

- Ensure that the funds received annually from the ESFA are targeted towards students who would not otherwise be able to participate fully in their chosen course (as a result, for example, low household income). The amount allocated should be sufficient to enable these students to participate (for example assisting students to get to school, buy a meal whilst there and to help meet the cost of any equipment, trips or special clothing for their course)
- Encourage students to use any grant allocated responsibly and in line with the intended purposes.
- Support students to develop skills in managing a budget to ensure any grant allocated is available to meet on-going financial needs throughout the term / year.
- Ensure financial sustainability through the flexible development of ESFA funds received, thereby preventing any overspend in any annual cycle of funding.
- Ensure that any personal financial details remain secure and confidential
- Set relevant controls to minimise the risk of fraudulent claims

2. Fund Allocations

The ESFA will advise the School of its allocation of bursary funds prior to the start of that academic year. Out of this allocation, the most vulnerable students, as defined in the ESFA Guidance Document, are to receive a Bursary of £1,200 per year and the remainder to be shared amongst the eligible students under the Discretionary Bursary Fund.

In addition to this, a 5% administrative cost is to be applied and 10% contingency fund created. To provide for these latter costs, 15% will be withheld from the total ESFA allocation. The remainder will be allocated according to the criteria detailed in this policy.

Eligible late applicants (due to a change in household circumstances or a new student arriving part year) will be provided for from the 10% contingency fund.

3. Bursary for Vulnerable Students

The highest level of support of £1,200 a year will be paid to those students in one or more of the following categories:

- A Young person in Care
- A Young person leaving Care. (Care Leaver)
- A young person in receipt of Income Support, Universal Credit or other relevant benefits

- A disabled young person in receipt of Employment and Support Allowance who is also in receipt of Disability Living Allowance, Personal Independence Payment or Universal Credit.

This will be paid in 3 instalments, one per term, subject to the students adhering to the Sixth Form Contract.

4. Discretionary Hardship Fund

Priority will be given to students cannot stay in education without financial assistance or who are eligible to receive free school meals, have had free school meals in the last six years or whose household income falls in one of the following bands:

Band 1

Annual household income of £16,190 or less (this figure being the recognised earning threshold for free school meal eligibility). An individual grant application up to £400 will be considered.

Band 2

Annual household income between £16,191 - £20,000. An individual grant application up to £300 will be considered.

Band 3

Annual household income between £20,001 - £25,000. An individual grant application up to £200 will be considered.

Other cases will be judged on merit based on the information provided in the application.

Proof of income, in original documentary form, such as P60, Self Employed Income Notification, Receipt of Benefit Notification and / or Free School Meal Notification will be required. Discretionary payments may be applied for where identifiable financial hardship can be evidenced which impacts on the student's ability to succeed in 6th Form.

Examples of areas of support considered:

- School transport
- School meals
- Books / equipment / materials
- Examination re-sit fees
- UCAS application fees / travel to university open days and essential accommodation
- Educational visits / field trips which are course related
- Disclosure and Baring Checks (DBS) checks
- Sports activities (where these contribute directly to a course)
- Other items relating to the education of the student will be considered on an individual bases at the discretion of the Business Director

Students will be required to complete an application form detailing the support requested and how they feel the grant will impact on their learning and achievement whilst at Sixth Form. Successful applications will receive a grant award of up to £400 in order to support students to be able to fully engage in 6th form studies. Students will be expected to retain receipts/ evidence of expenditure which may be requested by

MCS at any time. If the application is made relating to a curriculum trip run by the school then any successful award will be made internally to the appropriate trip account as a credit towards the overall cost required by that student. The applications are accepted throughout the academic year and are subject to the above criteria, availability of funds and adherence to the sixth form code of conduct.

Students having previously been awarded a grant may apply subsequently but evidence of how any previous grant was spent will be required before a further grant request can be considered. Goods and services will be purchased by the School on behalf of the student if appropriate. Students who apply for and are considered eligible for a contribution towards the costs of any approved curriculum trips will have those costs organised internally; students will not directly receive that element of any grant awarded.

Only in exceptional circumstances will reimbursement be made retrospectively, ie where items were paid for by the student before the application being made. It is anticipated, however, that the funds for this scheme will be limited and each application will be assessed separately according to individual need.

The school reserves the right to award all/part / or none of any grant applications received.

5. Eligibility

A student must be aged over 16 and under 19 on 31 August in the academic year in which they start their programme of study and must satisfy ESFA residency criteria. Bursaries are payable subject to certain conditions in the Sixth Form Student Contract relating to attendance, behaviour and effort being maintained.

6. Evidence

Recent and original documentation to support status or household income is required to be submitted together with the completed application form to the Business Director of Magdalen College School Brackley.

7. Application Process

Bursary Scheme applications are to be made to the Business Director along with the required application form and supporting evidence. Individual discussions will not be possible at this stage. The School will then process the application and will advise students, in writing of the outcome.

8. Security of Personal Information

All applications will be reviewed by the Business Director. All personal information and evidence submitted in support of the application will be stored securely and will remain strictly confidential.

9. Appeals

Students have the right to appeal against a decision that the School has made, if they believe it to be wrong and can provide evidence to support this. In the first instance, appeals should be made, in writing, to the Headteacher who will review the evidence with them. They may bring a family member or friend with them to these meetings to support them through this process. The outcome of the appeal will be communicated to the student in writing.

10. Fraud

Parents / carers, together with the student, are required to sign the application form to confirm that the details given are correct and that they will notify the School of any change in circumstances. Parents and students are made aware, that in signing the application form, they understand that monies may be reclaimed and eligibility withdrawn should they knowingly provide information which is discovered to be false.



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MAGDALEN COLLEGE SCHOOL 16-19 Bursary Application Form

Please ensure that you have read the School's Guidance Notes regarding bursary applications before completing this form. Please note that, if a bursary is awarded, payments will be made subject to the conditions of the Sixth Form Student Contract (attendance, behaviour & effort) being maintained.

THIS FORM SHOULD BE HANDED IN WITH THE REQUIRED DOCUMENTARY EVIDENCE.

Please tick which type of bursary you are applying for:

EITHER

BURSARY FOR VULNERABLE STUDENTS - if you meet the criteria defined in paragraph 3 of the Policy Document.

OR

DISCRETIONARY FUND PAYMENT - see paragraph 4 of the Guidance notes

Section 1 PERSONAL DETAILS			
Surname:		Forename:	
Date of Birth:	Age at 31/8/2019:	Sex: Male / Female	
Previous school (if applicable):			
Address:			
Length of time a resident in UK:			
Contact number/s:			
A Level subjects or course of study:			

Section 2 BACKGROUND		
Are you a person in care?	Yes*	No
Have you recently left care?	Yes*	No

Are you a young person in receipt of Income Support, Universal Credit or other related benefits?	Yes*	No
Are you a disabled young person in receipt of Employment and Support Allowance who is also in receipt of Disability Living Allowance or other significant support provided by the authority	Yes*	No
*If you have answered YES to any of the above questions, please attach recent documentary evidence of this with your application form and go straight to Section 4.		

Section 3 HOUSEHOLD INCOME		
Is the student eligible to receive free school meals or has been eligible within the last six years?	Yes*	No
What is the annual household income from earnings?		
What benefits are received? (state type and amount):		
Please supply evidence of the household income by way of a recent P60, Receipt of Benefit Notification, or Self Employed Income Notification		
Please provide here any further information you wish to be considered about the financial circumstances of the household		

Section 4 EDUCATIONAL COSTS	
If you wish to apply for support toward travel by public transport, what is the annual cost?	Amount:
Are you eligible to receive assistance under the local authority Post 16 Travel Scheme?	Yes / No
Please provide details of item/s you wish to use the grant for	Amount:
Please provide details of how the grant will support your studies and what you expect might specifically improve due to a grant being awarded.	
Please provide additional information that may be relevant,	

Section 5 STUDENT BANK ACCOUNT DETAILS

Account Holder's name	
Bank Name	
Sort Code	
Account number	

Section 6 DECLARATION

I confirm that all information provided on this form is accurate and true. I will notify the School immediately of any change in my or my household's circumstances. I understand that awards from the bursary fund are payable provided that certain conditions regarding my attendance, behaviour and effort at School are met, as detailed in the Sixth Form Student Contract. I understand that I will be required to produce evidence of how the grant has been spent should I make any subsequent applications for grant support. I understand that, if I knowingly gave information which is discovered to be false, or failed to notify the School of a change in my or my household's circumstances, the School will seek to recover from me any monies to which I am not entitled.

Student signature:	Date:
Parent signature:	Date:

**PLEASE HAND THIS FORM, TOGETHER WITH ALL DOCUMENTATION REQUIRED,
TO MRS FENNER, BUSINESS DIRECTOR, MAGDALEN COLLEGE
SCHOOL WAYNFLETE AVENUE, BRACKLEY. NN13 6FB**

School use only:

Received:		Bursary Application (vulnerable student)	YES	NO	Discretionary hardship payment Application:	YES	NO
Sixth Form Code of conduct checked							
Qualifying course?	YES	NO	Background:		Amount:		
Residency criteria met?	YES	NO	Evidence seen:		Purpose:		
					Evidence seen:		
Bursary granted? (Vulnerable student)		YES	NO*		*If NO, reasons:		
Discretionary payment granted?		YES	NO*				
Staff Name:		Staff Signature:				Date:	