

# The Canterbury Academy



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## 16–19

## Bursary Fund Policy

### Applications for funding for Academic Year 2025/2026

*In partnership with Simon Langton  Grammar School for Boys to provide  
a grammar school band for boys and girls in a comprehensive school for all the talents*

# **Applications for funding for**

## **Academic Year 2025/2026**

### **Why has The Canterbury Academy implemented a 16–19 Bursary Policy?**

Students in the Sixth Form who are encountering financial barriers to learning may benefit from the Bursary Fund. Each school or college has been awarded a notional sum of money to support this; this sum of money must support the needs of all vulnerable students and is limited. The school manages the fund. We have a policy designed to meet its needs whilst remaining in budget. **Funding is not guaranteed.**

### **Eligibility Criteria**

The Canterbury Academy's 16–19 Bursary Fund will operate on three levels.

For all levels of support a student must be under 19 years of age as at 31<sup>st</sup> August in the academic year in which they start their programme of study and must satisfy the ESFA (Education and Skills Funding Agency) residency criteria as detailed in the ESFA 16-19 Bursary Fund Guide for 2024/2025. In addition, to continue to receive a bursary, the student must satisfy the following conditions:

The student must be in education on a full-time basis which equates to a minimum of thirteen hours per week. This figure is set by the Government.

The student must have no level of unauthorised or unexplained absence from all lessons or from education when students are expected to be present.

The student must be punctual to all lessons.

The student must not have broken the terms of the Sixth Form Contract. Students on Tier 6 may not have their bursary awarded.

### **CONDITION ONE**

#### **95% attendance to lessons, Head of Sixth Form/core lessons, mentoring sessions and assemblies**

If an absence is not authorised there may be no award of bursary funds.

### **AUTHORISED LEAVE IN ADVANCE**

- Medical appointments that cannot be arranged outside school hours, e.g. hospital appointments, which are supported by an appointment card
- Practical Driving test
- Religious festival
- Visit(s) to university for an interview or open day
- Any unpaid work experience placement that is an integral part of a course
- Participation in significant extra-curricular activity, e.g. drama or sport, at a regional or national level
- Attendance at a probation meeting
- Attendance at the funeral of a relative or close friend
- Study leave if granted

We recognise that on certain occasions you may not be able to attend classes through circumstances that are beyond your control. These absences may be treated as authorised providing you notify the school on 01227 463971 or email [6thform@canterbury.kent.sch.uk](mailto:6thform@canterbury.kent.sch.uk) on the first day of absence, in line with school procedures.

## **OTHER ABSENCE THAT MAY BE AUTHORISED**

- Emergency of a family member, e.g. sudden severe illness
- Emergency dental/doctor's appointments

## **UNAUTHORISED ABSENCE**

The following are examples of absences and absences will be treated as unauthorised by the school and will result in your weekly bursary payment being stopped. This is not an exhaustive list, and the school reserves the right to make judgement on what counts as unauthorised absences.

- Holidays
- Part or full-time work not part of your programme of study
- Absence of more than one day per term because of illness (this can be adjusted in the case of a student with a disability as defined by the DDA 1995)
- Leisure activities
- Birthdays or similar celebrations
- Babysitting younger siblings
- Driving lessons
- Routine check-ups at dentist/doctor
- Exclusion from a particular class or from the school

## **CONDITION TWO**

### **Attendance at all lessons on time**

Persistent lateness may result in bursary funds not being awarded. Students must arrive to each lesson on time. Punctuality will be determined by the register mark taken at the beginning of each lesson.

## **CONDITION THREE**

### **Adherence to the Sixth Form Contract**

All Sixth Form students will have signed a copy prior to enrolment.

## **LEVELS OF BURSARY AWARD**

There are three levels of award as below:

### **LEVEL ONE:**

Maximum award -up to £1200

### **How much will a student receive?**

Subject to no unauthorised and unexplained absence from all lessons (see above).

The total amount awarded will be up to a maximum of £1200. Students will not receive this full amount as a cash payment. This award is calculated from when the application has been received and approved by the Bursary Panel. If a student has no actual financial need, applications may be refused on this basis. Similarly, students will only receive the amount they actually need to participate and not automatically receive £1200 if they do not need the full amount.

### **Who is eligible for Level One payments?**

Young people in care, care leavers, young carers and young people in receipt of income support or Universal Credit in their own right and disabled young people in receipt of Employment Support Allowance (ESA) or Universal Credit in their own right who are also in receipt of Disability Living Allowance (DLA)/Personal Independence Payment (PIP).

### **How will the student be awarded.**

The students will be able to request funds to support their learning, using the school's correct bursary procedure. In some cases, staff can request or release funds prior to a student starting a course to fund essential items/visits/resources a student will need to study. Any equipment purchased on behalf of a student will remain the property of the school unless otherwise agreed.

### **LEVEL TWO:**

Maximum award -up to £200 for students living < 1 mile from school.

Maximum award -up to £600 for students living > 1 mile from school.

### **How much will a student receive?**

Subject to no unauthorised and unexplained absence from all lessons (see above).

The total amount awarded will be up to a maximum of £600 per year subject to distance from school as stated above. This figure will be dependent upon the total number of applicants who apply to the bursary scheme and will be calculated from when the application has been received and approved by the Bursary Panel. This amount is subject to change from one academic year to the next. If a student has no actual financial need, applications may be refused on this basis. Similarly, students will only receive the amount they need to participate and not automatically receive 200 the maximum amounts of £200 or £600 if they do not need the full amount.

### **Who is eligible for Level Two payments?**

Families who fit the criteria for Free School Meals

Parents who are already in receipt of:

Income Support/Universal Credit

Income-based Job Seekers Allowance

Income-based Employment and Support Allowance

State Pension Credit

Child Tax Credits with a gross income provided you are not entitled to Working Tax Credit Support from the National Asylum Support Service or from the Local Authority Social Service Asylum Team Income Support or Job Seekers Allowance (by the young person)

Any other student will be at the discretion of the school's Bursary Panel

### **How will the student be awarded.**

The students will be able to request funds to support their learning, using the school's correct bursary procedure. In some cases, staff can request or release funds prior to a student starting a course to fund essential items/visits/resources a student will need to study. Any equipment purchased on behalf of a student will remain the property of the school unless otherwise agreed. If a student has no actual financial need, applications may be refused on this basis. Similarly, students will only receive the amount they need to participate and not automatically receive maximum if they do not need the full amount.

### **LEVEL THREE: TRAVEL SUPPORT ONLY AWARD**

Maximum award -up to £15 for students living > 10 miles from school.

### **How much will a student receive?**

Subject to no unauthorised and unexplained absence from all lessons (see above).

The total amount awarded will be up to a maximum of £20 per week. Students may not receive this full amount as a cash payment. This award will be calculated from when the application has been received and approved by the

Bursary Panel. If a student has no actual financial need, applications may be refused on this basis. Similarly, students will only receive the amount they actually need to participate and not automatically receive £20 per week if they do not need the full amount.

### **Who is eligible for Level Three award?**

For those students with an identifiable financial need who do not fall into Levels 1 or 2 as described above or when a student who is in receipt of Level 2 requires additional support and where there are specific educational purposes.. This award can be subject to income means testing , documented evidence of income and review by the Bursary panel. These costs include:

- Costs towards transport which is based notionally on a radius of 10 miles distance from the school. (this may not cover the full cost of train travel)

### **How will the student be awarded?**

It is likely the school will purchase a travel card on behalf of the student or pay a contribution towards weekly train fares. If we need to pay you directly, we will normally pay you by BACS directly into your bank account, therefore students are required to have a bank account in their own name.

### **The Process**

Students are encouraged to apply for a bursary using the attached application form as soon as possible every year within the application deadline as detailed on the Bursary application form. A new application should be made for each academic year.

Decisions will be made by a Remissions Panel that will meet three times a year: at the beginning of the new academic year, at Christmas and at Easter. Late applications after the deadline will be considered on an individual needs related basis.

### **HOW DO I APPEAL IF THE SCHOOL HAS NOT AWARDED?**

- The school may not award if you have not met the terms and conditions of the Contract Agreement, which you have signed.
- If an award to you is stopped the school will explain clearly why this has happened.
- Non-award is not always due to non-attendance; it can be for persistent lateness or your work not being at an acceptable level.
- If you are not happy with the reasons for the non-award of your bursary you have the right to appeal. The school is obliged to provide one appeal hearing for every non-award decision. If you wish to exercise your right to appeal you should contact Sarah Kendrick-White, who will direct you to the appropriate appeal panel who will advise you of the following:
  - Your appeal must be lodged in writing within ten working days of non-award of the bursary. The following information should be included in the letter: The full reason for the appeal. Any documentation you wish to present as evidence.
  - An appeal will normally be dealt with within five working days. In the event that your case is not straightforward we may contact your mentor or subject teachers for further information which may take extra time.
  - The appeal will be handled in the school initially by the Head of Sixth Form and if necessary will involve the senior management team.
  - At the appeal you will have the opportunity to present your case and have an adviser present such as a parent or carer who, if you wish, could put forward the case on your behalf.
  - The Appeal Panel's decision is final and binding for all parties.
  - If your appeal is successful you will be eligible for release of reward.

### What can the bursary be used for?

The Sixth Form Bursary Fund provides financial support to help students overcome specific barriers to participation so they can remain in education.

All students awarded bursary must justify how the money will help them overcome specific barriers. This can be done through completing bursary request forms on a termly or yearly basis (see next page).

A list of suggested items the bursary can be spent on to remove barriers is below (this list is not exhaustive). The final decision for awarding bursary on proposed items will be decided by the school's bursary committee. Any equipment purchased on behalf of the student will remain the property of the school.

#### Suggestions for Bursary Spending at the discretion of the Bursary Committee

- Travel to and from school
- Specific equipment needed for educational courses. *E.g. chef's whites for a chef's course.*
- Specific study materials such as books or online memberships for courses related to a study area
- Stationery required for study
- Computing equipment or other ICT equipment to support study (which will be stored in school and students do not get to keep or 'own')
- Support for Educational Trips and visits
- Any other item that can be deemed as removing a barrier to learning