



16-19 BURSARY POLICY

For internal use only:

Policy last reviewed: September 2018

SLT responsibility: Sarah Adams

Policy reviewed by: Sarah Adams

Approved by Board of Governors:

16-19 Bursary Funding

Introduction and Rationale

The 16-19 Bursary fund is paid by the Education funding Agency (EFA) to schools and colleges so that they may provide financial help to students whose access to or completion of education might be inhibited by financial consideration.

The scheme comprises of two parts:

- (i) The vulnerable Bursary (£1200 per academic year)- for students in need of financial support
- (ii) The Discretionary Bursary- for students in need of finance to help meet their specific costs to enable them to stay in education and complete their courses (e.g. transport, equipment, fieldwork costs)

Eligibility

- Students must be aged 16 and under 19 on the 31st August at the start of the academic year in which he/she starts a programme of study.
- A student must be on a full time programme of study

Students who are eligible and meet the requirements for funding will receive payments in kind or have funds available through an assigned personal school account.

The Vulnerable Bursary (£1200)

Students can apply for the vulnerable bursary if they meet one of the following criteria:

- Students in care;
- Students lives independently having left Local Authority care;
- Student is in receipt of Income support;
- Student is disabled and in receipt of both Employment support Allowance and Disability Living Allowance (or incapacity benefit)

The Discretionary Bursary

Students can apply for this grant to fund particular needs, for example:

- Books/ equipment/ materials/ specialist clothing
- Field trips and visits related to courses
- Travel expenses
- Food costs (e.g. cooked lunch)

Students can apply for the discretionary Bursary if:

- They are eligible for free school meals or if parents are claiming one of the following benefits
 - (i) Income support
 - (ii) Child Tax credit
 - (iii) Income based job seekers allowance
 - (iv) Employment support Allowance (income related)
 - (v) Guaranteed element of State Pension Credit
 - (vi) Support under part IV of the immigration and Asylum act 1999

Evidence will be needed to support any applications of the discretionary or vulnerable bursaries (Appendix 1).

Students who are eligible for this funding will use the bursary to support directly with their participation in their education; payments can be in kind or monetary. For example:

- Transport
- Books and equipment (text books, stationary)
- Additional course costs (trips, residential experiences, extra sessions at college)
- Work experience cost
- Meals
- Personal Protective equipment (PPE) where required
- Sport activities where these link directly to the course
- Computer hardware and software which supports the course being studied.
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Procedure for Application

To make an application it is identified that most students do not have capacity to do so independently. Therefore, parents/ carers and the school assume responsibility for applying for any bursary on behalf of the young people.

Parents/ carers are given relevant information regarding the application process and an application form if they wish the school to apply to the EFA for a bursary (appendix 2). All students at Bradstow who are in care will have an application for the vulnerable bursary carried out by the school on their behalf.

Parents/ carers are advised to clarify the correct evidence in order for the school to submit an application on behalf of the young people. Once the application form is complete with evidence of eligibility attached these are returned to the school in order for an application to the EFA to occur.

For the vulnerable bursary evidence may include:

- A letter referring to the benefit to which the young person is entitled
- Written confirmation from the LA of the young person's current or previous looked after status.

For the discretionary Bursary this should include evidence of benefits/ allowances/ grants or household income (appendix 1)

The applications will then be logged and checked before an application to the EFA occurs using the portal.

Timing and Amount of Payments

The amount of funding allocated to each student will be paid 'in kind' or by designated application of the finds through the schools audit process. This outlines why the money has been used and identifies how much each transition is.

All transactions will be recorded specific to each students and will be linked to either a personalised school or bank account for individual students.

Organisation and Appeals

The deputy head teacher/ assistant head teacher in consultation with the school business manager will be responsible for deciding who receives awards based on the criteria outlined in the policy.

The Discretionary Bursary is given to the school every year by the EFA. Once these funds have been allocated during the school year the school will not be able to make any further grants until the new academic year.

Appeals relating to the bursaries should be made in the first instance to the deputy head teacher. Second and final appeals should be made to the head teacher. There will be no further right of appeal.

Key Contacts:

Assistant head Teacher (upper school): Paul Gorham

Deputy Head teacher: Sarah Adams

School Business Manager: Mike Kemlo

Head teacher: Sarah Dunn

16-19 Bursary Fund

Information needed to check Financial Assessment Form

Age: Students should be under 19 years of age on 31st August 2015

Free School Meals If the student or his/her siblings are in receipt of Free School Meals for the current year, the household income will have been assessed and there is no need to carry out further checks. Each school should have up to date lists of those students eligible for FSMs.

Vulnerable Group these students should show appropriate evidence that they are in this group. This will include:

- Letter from the Local Authority (usually a social worker/transitional manager) to confirm the young person's current or previous looked after status
- Recent Entitlement or Award letter showing the young person is in receipt of:
- Income Support
- Disability Living Allowance and Employment Support Allowance

` There is no need to carry out additional income checking for this group.

Means Assessing There are four main types of income evidence:

- **Tax Credit Award Notice (TCAN)** – this is a document from the Inland Revenue detailing entitlement to Working Tax Credits or Child Tax Credits. The income figure required is shown as **Total Income for the year from 6 April 2014 to 5 April 2015. Final TCAN notice should be requested.**

- **P60** – this is a statement of earnings from an employer. Check that the P60 is for the correct adult and for the correct year (Tax Year to 6 April 2015). The income will be shown as either:

- Total Pay for year
- Total Income received
- Gross Income

- **Entitlement / Award letter** showing evidence of benefits received

- **Self assessment tax calculation form (SA302).** This form is sent by the Inland Revenue to self-employed people and is the equivalent of the P60. Check that the name is for the correct person and that date is for the last complete tax year. The income will be shown under Total Income

- If household income has fallen for the current financial year to a level where a student would now be eligible, income may be assessed on a current financial year basis. It is recommend that should a provider choose to assess on current financial year, a minimum of 4 recent payslips are requested, along with for example an employer's letter stating current remuneration

You will need to keep records of evidence for audit / monitoring purposes. If you ask your students to provide copies of documentation it will save administration time.



16-19 BURSARY FUND APPLICATION FORM 2015-2016

Please note the following important information:

- Please complete all sections of the form and provide us with copies of the evidence needed
- The budget available is limited so we cannot guarantee that we will be able to provide you with all the financial support you request
- Payments of all bursaries are dependent on students maintaining regular attendance at school

When you have completed this form please return it, fully completed with evidence to:

FAO: Julia Evans

Bradstow School

34 Dumpton Park Drive,

Broadstairs, Kent

CT10 1BY

SECTION 1: PERSONAL DETAILS

Name of student:	
Date of Birth:	Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>
Parents/ carer home address:	
Telephone Number:	
Email address:	

SECTION 2: VULNERABLE BURSARY

Target Group 1: Is the student:

Please only tick if you are answering yes (benefits need to be in the name of the student)

• In care	
• A care leaver	
• In receipt of income support	
• In receipt of Employment Support Allowance and Disability Living allowance or Personal Independence Payment	

If you have ticked any of the boxes please go straight to section 5 of the application

If the above does not apply to you please continue to section 3

SECTION 3: DISCRETIONARY BURSARY (you only need to provide evidence for one of the target groups but please answer all questions).

Target Group 2: Is the student entitled to free school meals or are parents/ carers in receipt of one or more of the following benefits?

	Yes	No
• Free school meals		
• Income support		
• Income- based Jobseekers Allowance		
• Income- related Employment and Support Allowance		
• Support under Part VI of the Immigration and Asylum Act 1999		
• The guaranteed element of state Pension Credit		
• Child Tax Credit (provided you're not also entitled to Working Tax credit and have an annual gross income of no more than £19,190)		

Target Group 3

Students whose annual family income is less than £20,000 in the last tax year (including benefits)

Yes No

SECTION 4: FUNDING REQUIREMENTS (Discretionary Bursary)

I would like to apply for support with activities linked to studies at Bradstow

Appropriate clothing to suit training and placement requirements Yes No

Please state what:

Travel: Yes No

Please state what:

Other

Please state what:

SECTION 5: STUDENT AND PARENT/ CARER DECLARATION

- I/We certify that the information given is, to the best of my knowledge and belief correct
- I/ We understand that if the applicant leaves their course of study before completed, Bradstow School will attempt to re-claim monies allocated
- When changes to my household financial circumstances occur (which may result in changes to my claim) I confirm I will notify school immediately

Students signature (if appropriate)..... Date:

Parents/ Carer signature.....