

Carwarden House School



Post 16 (16 to 19) Bursary Policy

Reviewed annually by Student Progress Committee

Policy Owner: Deborah Proudfoot

Adopted: October 2020

Review date: Autumn 2021

Signed:

Chair of Governors

16 to 19 Bursary Fund

Introduction

The 16 to 19 Bursary Fund is paid by the Education Funding Agency (EFA) and provides financial support to help students overcome specific financial barriers to participation so they can remain in education.

There are 2 types of 16 to 19 bursaries:

1. Vulnerable Bursary

The bursary fund is specifically designed to support students overcome the individual financial barriers to participation in education that they face and for those who most need help with costs of staying in education.

Students who meet the criteria **and who have a financial need** can apply for the bursary for vulnerable groups. The defined groups reflect that these students are unlikely to be receiving financial assistance from parents or carers, so may need a greater level of support to enable them to continue to participate in education.

Students applying for the vulnerable bursary will be awarded the amount of support they need to participate based on an assessment of the types of costs they have. A financial needs assessment will be carried out to confirm actual financial need through completion of an application form. Appropriate evidence will be seen and copies retained to confirm student's eligibility. Award letter will be issued to the student confirming the amount of support, what support will be made in-kind and payment conditions.

2. Discretionary Bursary

The school is allocated bursary funding from which Discretionary Awards can be allocated to young people. Discretionary Awards are for students who are facing genuine financial barriers to participating in their education. Students will need to provide evidence of educational and financial need and complete an application form.

Who can apply for a 16-19 bursary?

The bursary fund is available to those under the age of 20.

The 16 -19 bursary is distributed in two ways.

- A yearly bursary of up to £1,200 a year is available to young people in one of the four defined vulnerable groups. **The needs of individuals are assessed when awarding the bursary.**
- Discretionary bursaries are awarded to meet individual needs, for example, help with the cost of transport, meals, books and equipment associated with their education. **The needs of individuals are assessed when awarding the bursary.**

Vulnerable Bursary

Eligibility criteria:

Students who meet the criteria, and who have a financial need, can apply for a bursary for vulnerable groups. The defined groups reflect that these students may need a greater level of support to enable them to continue to participate.

The defined vulnerable groups are students who are:

- in care
- care leavers
- receiving Income Support, or Universal Credit 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 right as well as Employment and Support Allowance or Universal Credit in their own right.

Evidence:

The school is responsible for verifying that young people meet the criteria for vulnerable bursaries.

Applications (see appendix 1) are available on the website:

<http://carwardenhouse.ovw5.devwebsite.co.uk/key-stages/key-stage-5-sixth-form/16-19-bursary-fund>

An application will need to be completed and submitted with the necessary evidence of being in one of the four groups above and confirmation of financial need. The school will then complete the 16 -19 Bursary Fund Vulnerable Students funding claim form in order to request the funding.

The school may decide that, although a young person may be eligible for a vulnerable bursary because they are in one or more of the defined vulnerable groups, they do not have any actual financial need. This might be because their financial needs are already being met. The school can refuse a student's application on this basis.

Use of vulnerable bursary

The ESFA does not recommend that large or lump sum bursary payments are made to students, therefore the bursary fund will be allocated termly.

The school will provide support from the vulnerable bursary fund by making 'payments in kind' where possible and appropriate. When participating, the school will use part of the fund to pay for the leisure fund, work experience health & safety assessments and the sixth form residential/staycation. During 2020/21 the above activities are unlikely to take place therefore the fund will be paid on a termly basis. Up to 5% of the fund will be retained for administration costs in line with ESFA guidelines 2020/21.

Students who meet the criteria, and who have a financial need, can apply for a bursary for vulnerable groups. The defined groups reflect that these students are unlikely to be receiving financial assistance from parents or carers, so may need a greater level of support to enable them to continue to participate.

Students will be awarded the amount of support they need to participate based on an assessment of the types of costs they have.

Discretionary Bursary

Eligibility criteria:

The school is allocated bursary funding from which Discretionary Awards can be allocated to young people. Discretionary Awards are for students who are facing genuine financial barriers to participating in their education. Students will need to provide evidence of educational need and financial need.

A maximum of £300 per academic year may be awarded if your household income is below £20,000. You may be eligible for costs towards essential equipment, transport to college. If your household income is between £20,001 and £28,000, you may be eligible for up to £180 per academic year.

An application form (see appendix 2) with the evidence for eligibility will need to be completed.

Applications are available on the website. <http://carwardenhouse.ovw5.devwebsite.co.uk/key-stages/key-stage-5-sixth-form/16-19-bursary-fund>

Financial information is required to validate your bursary application. Please note that your financial information will be treated in the strictest confidence, stored electronically on school files and deleted at the end of the academic year. Your application will only be processed when all relevant evidence of income is received.

Conditions of funding for vulnerable and discretionary bursary

Students will be reviewed termly to ensure that their attendance and general conduct is acceptable.

In order for payments to be made each term:

- Students must achieve 95% attendance or higher since the last review, (allowing for illness, caring responsibilities or other exceptional circumstances)
- Students must have complied with the school's policies in respect of lateness and behaviour.

Schools responsibilities in managing complaints or appeals

Any student (or parent on behalf of a student) who is unhappy with how the school has handled their application for bursary funding should follow the school's complaints procedure. Any appeal must be made in writing to the school within 4 weeks of the decision being made. Appeals need to clearly explain what is being appealed and why the decision is thought to be incorrect. The appeal will be heard by The Headteacher, Deborah Proudfoot (Assistant headteacher) and a representative governor.

All information in relation to bursary funding supplied will be treated in the strictest confidence throughout the process and all copies of documentation will be securely held and shredded after 6 years (auditing purposes).

Students are required to inform the school of changes in their financial circumstances.

Appendix 1

Application for 16 -19 Vulnerable Bursary 2020/21

Please read the accompanying policy for applying for the bursary which can be found on Carwarden House school website.

Student Name: _____ DOB _____

I would like to apply for the 16 -19 vulnerable bursary.

Please tick the group you are eligible for:

The defined vulnerable groups are students who are:

- in care
- care leaver
- receiving Income Support, or Universal Credit 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 right as well as Employment and Support Allowance or Universal Credit in their own right.

Evidence supplied with application: (e.g.: copy of benefits/they are in care/a care leaver)

When considering the application, does the student have a financial need to enable them to participate in education? _____

I/We confirm that all information provided is true and I will notify school if any circumstances change. I/We understand that the bursary/discretionary award will be provided subject to compliance with our Code of Conduct and Attendance Policy I/We understand that money/equipment may be claimed back if I/We knowingly give information which is discovered to be false. Further information regarding the bursary can be found at <https://www.gov.uk/1619-bursary-fund>

Signed

Print name

Please return completed form with accompanying evidence to Deborah Proudfoot. Head of Sixth form.

Appendix 2

Application for Discretionary Bursary 2020/21

Please read the accompanying policy for applying for the bursary which can be found on Carwarden House school website.

Student name: _____

DOB _____

<p>Please state why you believe your situation to be exceptional and to merit additional financial support. Please give details of your family situation, this may include household income and state what you hope to achieve from this additional support. There is no automatic entitlement to funding.</p>	
<p>Please give an outline of the likely support required e.g. bus pass, equipment, travel etc.</p>	
<p>Item Cost (if known)</p>	

I/We confirm that all information provided is true and I will notify school if any circumstances change. I/We understand that the bursary/discretionary award will be provided subject to compliance with our Code of Conduct and Attendance Policy I/We understand that money/equipment may be claimed back if I/We knowingly give information which is discovered to be false. Further information regarding the bursary can be found at <https://www.gov.uk/1619-bursary-fund>

Signed

Print name

Please return completed form with any accompanying evidence to Deborah Proudfoot. Head of Sixth form