

Carwarden House School



Post 16 (16 to 19) Bursary Policy

Reviewed annually by Student Progress Committee

Draft written by: Deborah Proudfoot

Adopted: October 2019

Review date: October 2020

Signed:

Chair of Governors

Introduction

16 to 19 Bursary Fund

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.

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.

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.

Eligibility criteria: bursaries for young people in defined vulnerable groups

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.

The school is responsible for verifying that young people meet the criteria for vulnerable bursaries. An application form will need to be completed and submitted with the necessary evidence of being in one of the four groups above. The school will then complete a 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.

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.

Conditions of funding

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.

Use of funds

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 bursary fund by making 'payments in kind' where possible and appropriate. 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. Up to 5% of the fund will be retained for administration costs in line with ESFA guidelines 2019/20.

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 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.