



**16-19 Bursary Fund**

Adopted by Governing Body: October 2014

Reviewed by Governing Body: 27.04.21

Review Cycle: 3 years

Statutory Policy: No

## **Financial Support Information**

The 16 to 19 Bursary Fund is money provided by the government, through schools, to help disadvantaged students. A bursary is money that can be used to pay for things like: clothing, books and other equipment, or for transport and lunch on days when studying or training.

### **Who is eligible? Nominated vulnerable groups**

Students who are in one or more of the groups below can apply for a vulnerable bursary of up to £1,200 (if they are participating on a study programme that lasts for 30 weeks or more schools should pay a pro-rata amount for students on study programmes of less than 30 weeks). This reflects that students in these groups 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
- getting [Income Support](#) (IS), or [Universal Credit](#) (UC) in place of Income Support, in their own right
- getting [Employment and Support Allowance](#) (ESA) or Universal Credit (UC) and Disability Living Allowance (DLA) or [Personal Independence Payments](#) (PIP) in their own right

Please note that students claiming because they get DLA must also be claiming ESA as well. These two benefits must be both claimed in order to be eligible for the bursary funding.

### **Defining in care and care leavers**

The 16 to 19 Bursary Fund defines 'in care' as:

- children looked after by a local authority on a voluntary basis (section 20 of the Children Act 1989) or under a care order (section 31 of the Children Act 1989) - Section 22 of the Children Act 1989 defines the term 'looked after child'

A 'care leaver' is defined as:

- a young person aged 16 and 17 who was previously looked after for a period of 13 weeks consecutively (or periods amounting to 13 weeks), which began after the age of 14 and ended after the age of 16; or
- a young person aged 18 or above who was looked after prior to becoming 18 for a period of 13 weeks consecutively (or periods of 13 weeks), which began after the age of 14 and ended after the age of 16

In legal terms these children are called 'relevant children' or 'former relevant children'.

The 16 to 19 Bursary Fund is a limited fund and priority will be given to vulnerable students and those with greatest disadvantage.

## **Evidence Required for Bursary Applications**

Pitcheroak School must obtain proof that students are eligible for a vulnerable bursary. We will ask for evidence and retain copies for audit purposes. For example:

- for students in receipt of qualifying benefits, a letter from DWP that states the benefit the student is entitled to (they must be entitled to the benefits in their own right). The evidence must confirm that the young person can be in further education or training (some young people in receipt of benefits are not allowed to participate)
- for students who are in care or a care leaver, written confirmation of their current or previous looked-after status from the relevant local authority - this is the local authority that looks after them or provides their leaving care services. The evidence could be a letter or an email but must be clearly from the local authority Schools should only submit a vulnerable bursaries funding claim to the SBSS when they have seen and verified appropriate evidence that the student is eligible.

<b>Type of Benefit</b>	<b>Evidence Required</b>
Disability Living Allowance (DLA)	Letter dated within 12 months of application showing name, address and benefit received plus bank statement within 3 months.
Employment Support Allowance (ESA)	<i>(This is not normally paid to young people in FT education unless the young person is in receipt of DLA)</i> . Letter dated within 12 months of application showing name, address and benefit received plus bank statement within 3 months.
Income Support (IS)	IS Benefit Book/ letter dated within 12 months showing name, address and benefit received plus bank statement within 3 months.
Young People who are looked after (LAC)	Statement from the Local Authority confirming the student's current or previous looked after status or LAC Care Plan.
Personal Independence Payment (PIP)	Letter dated within 12 months of application showing name, address and benefit received plus bank statement within 3 months.

**Please note that students claiming because they get DLA must also be claiming ESA as well. These two benefits must be both claimed in order to be eligible for the bursary funding.**

### **Paying discretionary bursaries to eligible students**

The discretionary bursary is intended to remove specific barriers to participation and so should be spent in a way that achieves this. Schools can insist that students awarded bursary funds spend them on travel costs, meals during the day, equipment, or any other support that has been identified as necessary to enable them to participate in education.

Schools are free to decide how often both the vulnerable and discretionary bursary payments are made, taking into account the reason the bursary was awarded, the student's circumstances and local arrangements. We know from independent evaluation of the 16 - 19 Bursary Fund report that students prefer regular payments, especially weekly, as this helps them to manage their finances. It

also means that if a student has a payment with-held due to failing to meet the conditions the School has set; they will not be left without financial support for a long period.

It is good practice to pay in-kind bursaries rather than cash where possible. This helps ensure that the bursary is spent for the reasons it was awarded. In-kind payments can include travel passes, vouchers or credits for meals, required books and required equipment.

Schools can specify that students must return books and equipment at the end of their study programme to be used again by other students where appropriate.

To give an example; if a school decides IT equipment (a laptop or tablet) is necessary for the student to complete their study programme, it can be bought with bursary funds. However, the equipment should be returned to school once the student has completed the study programme for re-use by another student. If keeping a laptop or tablet at school is the best way of ensuring this happens, schools have the right to set this as a condition. Any IT equipment that is returned must be data cleansed before being re-issued to another student.

Where schools make in-kind payments to students in the defined vulnerable groups, they should explain the value of the payments and how these have been deducted from the £1,200 to the student.

Where schools make bursary fund payments to students rather than providing support in-kind, it is good practice to pay by BACS transfer to the student's own bank account. A basic bank account (which students can open at age 16) allows BACS transfers and allows the student to withdraw money.

ESFA does not recommend that large or lump sum bursary payments are made to students.

ESFA does not expect bursary payments to be paid into another person's account, except in exceptional circumstances where a student is unable to administer their own account. If the student is in one of the defined vulnerable groups and cannot manage their own funds, the school will need to consider who will manage the bursary on the student's behalf.

### **How will the bursary money be distributed?**

At the end of every term the attendance of eligible pupils will be verified (pupils must achieve at least 90% attendance with no unauthorised absences) and a review process will be triggered to ensure that the original circumstances still remain. Once the school are satisfied that all the criteria continues to be met a cheque that equates to a third of the full year's allocation will be distributed.

If the annual value of the bursary is less than £500, the school may choose to pay the bursary in one instalment.

**BACS payment will be made where possible but if not a cheque will be made payable to the student. Or a named parent if the student is unable to open a bank account.**

### **Discretionary Awards**

Should there be surplus funding from the 16-19 bursary after administration costs and the allocation of funding to nominated vulnerable groups, eligibility criteria will be circulated to relevant students and their families. The criteria for awarding bursary funding will be as follows:

- Young people will need to be eligible for FSM
- Young people must achieve 90% attendance or more

- Young people must be aged 16-19 and in years 12-14

This amount will vary on a termly basis depending on the number of young people that qualify.

**Administration costs**

The school will retain 5% of the total bursary allocation to administer the scheme.

**Monitoring and reporting**

The Headteacher reports through the Governors finance committee and the full governing body on all matters relating to finance. Should a young person or family feel aggrieved about how their request for a bursary was handled, they should follow the school's normal complaints policy which can be found on the school's website.

**Additional Information can be found in:**

See the Gov.UK website for more information: <https://www.gov.uk/1619-bursary-fund>

**Application form for the academic year 2020-2021**

**Consideration of financial assistance from the 16 to 19 Bursary Fund**

Applicants are reminded that this form is for consideration only and does not guarantee entitlement. We have to establish the number of students who apply for financial support and then match this with the funding that is available. Inevitably some students will not qualify. Funds will be allocated in line with the 16-19 Bursary Guidance. Students are reminded that their application will be treated in the upmost confidence and we would encourage students to maintain this confidentiality with other members of the school community. Funds will be made available in line with the 16-19 Bursary Policy and attendance criteria.

Name of student	Date of Birth
Does the student receive Income support?	Yes/No
Is the student in care?	Yes/No
Does the student receive Employment Support Allowance	Yes/No
Does the student receive Disability Living Allowance	Yes/No
Does the student receive personal independent payments	Yes/No

If you have answered yes to any of the above you will need to send in additional evidence of the allowance that is dated within 12 months for IS, ESA and DLA showing name, address and benefit plus a bank statement within 3 months.

Parent/carer signature .....

Name of student .....(please print)

Date .....

Please return your application FAO Sheila Holden by 13.11.2020 – late applications will not be considered.