



Kendrick School

16-19 Bursary Fund 2019-20

School Policy

1. Background

This policy sets out the arrangements for how Kendrick School will prioritise and administer the 16-19 Bursary Fund in 2019/20.

The School is committed to ensuring the Fund is used to support financially disadvantaged young people taking up or continuing in their education or training post-16 and achieving their learning aim(s).

The named contact at the School for all 16-19 Bursary support/enquiries is Mrs Harrison.

2. Bursaries Available

There are two types of Bursary available:

i. Vulnerable Student Bursary

A Vulnerable Student Bursary is available to all young people who meet the general eligibility criteria *and* who have been identified as being in a vulnerable group, as set out in this policy.

ii. Discretionary Bursary

A Discretionary Bursary is available to all young people who meet the general *and* additional eligibility criteria as set out in this policy.

3. Bursary Amounts

The 16-19 Bursary Fund is a limited fund determined by the Education Skills Funding Agency (ESFA). For 2019/20 the School has been allocated a total 16-19 Bursary Fund of **£8,353.00**.

The School will retain up to 5% of the 16-19 Bursary Fund to administer the fund and to use as a hardship contingency fund to respond to exceptional or circumstantial in-year change. The contingency fund will be reviewed in April 2020 and any remaining funds will be considered for distribution to eligible young people.

The Vulnerable Student Bursary amount will be £1200

The Discretionary Bursary (Tier 1) amount is up to £300 subject to availability of funds.
The Discretionary Bursary (Tier 2) amount is up to £150 subject to availability of funds.

A proportion of any Bursary may be retained by the School and used to support the central costs of books, equipment, and educational trips. If funding allows an additional needs-based payment may be made to the student towards the end of the academic year (Term6).

4. General Eligibility

To be eligible to receive a Bursary, all young people must be aged 16, 17 or 18 at 31/08/19 and meet the ESFA residency requirements.

5. Additional Eligibility for Vulnerable Student Bursary

A Vulnerable Student Bursary of **£1,200** is available to all young people who are identified as being:

- currently or have previously been looked after by the Local Authority including unaccompanied asylum-seeking children, and/or;
- young care leavers
- in receipt of Universal Credit (UC) (as a replacement for Income Support and/or Employment Support Allowance (ESA) in their own right, and/or;
- disabled and in receipt of Personal Independence Payments in their own right (previously Disability Living Allowance)

Universal Credit is being rolled out across the country and will gradually replace Income Support and Employment and Support Allowance as well as other benefits. Institutions will increasingly see students claiming bursaries for vulnerable groups based on receiving Universal Credit.

Universal Credit award notifications do not include any information on the benefits they replace. For this reason, the description of the bursaries for vulnerable group category that is based on receipt of Universal Credit or Income Support has been changed. The revised description confirms that a student must be receiving Universal

Credit because they are financially supporting themselves and anyone who is dependent on them and living with them such as a child or partner.

Young persons in the defined vulnerable groups are usually living apart from their parents/carer, so they can get social security benefits in their own right.

6. Additional Eligibility for Discretionary Bursary

A Discretionary Bursary (Tier 1) of up to £300 is available, subject to availability of funds, to all young people where:

- Gross annual household income does not exceed £18,000 and/or;
- They, or a brother/sister, qualifies for Free School Meals (FSM), and/or;
- Receive Universal Credits as a replacement for Income Based Jobseekers Allowance - Income-related Employment and Support Allowance (see above for further information on Universal Credits).
- Receive guaranteed element of State Pension Credit.
- Wider family circumstances e.g. single parent family, student carer, number of dependent children in the household

A Discretionary Bursary (Tier 2) of up to £150 is available, subject to availability of remaining funds, to all young people where:

- Gross annual household income does not exceed £24,000 and/or;
- They, or a brother/sister, qualifies for Free School Meals (FSM), and/or;
- Receive Universal Credits as a replacement for Income Based Jobseekers Allowance, Income-related Employment and Support Allowance.
- Receive Guarantee element of State Pension Credit.
- Wider family circumstances e.g. single parent family, student carer, number of dependent children in the household

If funding allows and at the discretion of the school an additional needs-based payment may be made to the student towards the end of the academic year (Term 6) if all conditions have been met.

7. Contingency Eligibility

Any young person meeting general eligibility requirements and facing financial hardship due to exceptional reason or circumstances change can apply to access the contingency funds on an individual basis by submitting an application in writing.

8. Those Not Eligible

Applications to the 16-19 Bursary Fund are not open to young people aged under 16 years or over 19 years of age at 31 August 2019.

To be eligible to receive a bursary in the 2019 /20 academic year a student must be aged 16 or over but under 19 at 31 August 2019. Students aged 19 or over are only eligible to receive a discretionary bursary if they are continuing on a study programme they began aged 16 to 18 ('19+ continuers') or have an Education, Health and Care Plan (EHCP).

These two groups of aged 19 plus students can receive a discretionary bursary while they continue to attend education (in the case of a 19+ continuer, this must be the same programme they started before they turned 19), as long as their eligibility continues and their institution considers they need the additional support to continue their participation.

Students aged 19 or over are not eligible for bursaries for vulnerable groups.

9. Evidence

All applications to access the 16-19 Bursary Fund must be supported by appropriate evidence. Copies of evidence shall be retained by the School to provide financial assurance as required. All evidence will be treated as confidential.

Acceptable supporting evidence for the **Vulnerable Student Bursary** will be either a:

- Statement from the Local Authority confirming the young person's current or previous looked after status;
- Recent Entitlement or Award Statement e.g. Universal Credit Award Notice setting out the benefit to which the young person is entitled.
- Evidence that the young person is on receipt of Disability Living Allowance (DLA) and Employment Support Allowance (ESA).

Acceptable supporting evidence for the **Discretionary Bursaries (Tiers 1 & 2)** will be either:

- **Universal Credit Award Notice - 3 most recent monthly award statements.**
- **Part 1** of the latest **Tax Credit Award Notice (TCAN)** for the young person's household. This document from HM Revenue & Customs details entitlement to Tax Credits and the Total Income for the year 6 April 2018 to 5 April 2019.
- **P60 End of Year Certificate** for all adults in the young person's household who contribute to household costs. This certificate is a statement of earnings from an employer. It must be for the correct adult(s) and for the correct Tax Year (to 5 April 2019). The income will be shown as 'Total for Year'.
- **Self Assessment Tax Calculation (SA302).** This is the equivalent of the P60 for self employed people. It must be for the correct adult(s) and for the correct Tax Year (to 5 April 2019). The income will be shown as 'Total for Year'.

- Confirmation from the Local Authority of entitlement to **Free School Meals (FSM)**.

10. Payments

Subject to meeting the condition requirements as detailed below, payments will be made in the following instalments:

- October 2019 (50%)
- January 2020 (25%)
- April 2020 (25%)

Payments will be via BACS (Banker's Automated Clearing Services) to a Bank Account in the name of the young person. The young person must have a valid account in their name unless there are exceptional reasons which mean an appointee has been named to manage the affairs of the young person.

The Vulnerable Student Bursary is £1,200, the Discretionary Bursary Tier 1 is up to £300 and the Discretionary Bursary Tier 2 is up to £150. The exact amount is dependent on individual circumstances and will take into account their actual financial needs and funds available. Additional financial support may be given if funding allows.

Where funding allows the 16-19 Bursary funds will be used to support educational visits and learning resources required by the school via the school's ParentPay facility. Any additional financial assistance is subject to the availability of funds and meeting the eligibility criteria upon receiving appropriate evidence. If funding allows an additional needs-based payment may be made to the student towards the end of the academic year (Term 6).

11. Qualifying Condition Requirements

Eligible young people will need to complete a qualifying learning period of six weeks before they are able to receive Bursary payments. However, any eligible young person can make an application ahead of the six week qualifying period and in a case of extreme hardship, consideration will also be given for payment in advance of the six week period.

All young people in receipt of a Bursary must meet weekly punctuality and attendance requirements of 90% to ensure continued support. In addition, all young people in receipt of a Bursary must behave appropriately and submit work of an appropriate level and to required deadlines. If the young person does not meet these conditions, the school reserves the right to withdraw or suspend Bursary payments.

These conditions will not be additional to those expected of any young person within the School.

12. Residency

Students must meet the residency criteria in ESFA funding regulations for post-16 provision in the 2019 /20 academic year. This document also specifies the evidence institutions must see and retain for audit to confirm eligibility.

13. Application

Applications for a Bursary must be made using the correct Application Form and should be submitted in full by **Monday 7th October 2019**. In addition students are required to complete a 16-19 Bursary Assessment Form which provides evidence of their actual financial expenditure over a one week period. Applications made after this date will be considered as long as sufficient funds are available. However, once the Bursary Fund has been used, it will not be possible to consider further applications

The Assessment Form will provide evidence to assess a student's actual financial need and must be completed by all students.

Consideration must be given to assisting any young person to make an application where they are unable to do so due to a level of learning difficulty and/or disability.

Consideration must also be given to assisting any young person in making an application where they are not able to provide supporting evidence due to difficulties with engagement or support from their parent/ carer(s).

14. Process

All applications for a Bursary or to access the contingency fund will be assessed by a 16-19 Bursary Application Panel, consisting of:

- Ms Stacey – Head of Sixth Form
- Mrs Sandy – School Business Manager
- Mrs Harrison – Welfare and Attendance Officer

The Panel will review the application, supporting evidence and any other personal circumstantial evidence and young people will be notified of the outcome within ten working days of receipt.

15. Appeals

If any young person or their parent/ carer(s) are not satisfied with the outcome of their application, they should write to the Headteacher outlining their reasons why. The Headteacher will convene a 16-19 Bursary Appeals Panel, consisting of:

- Ms Kattirtzi – Head Teacher
- Inclusion Governor

The Panel will consider and respond to appeals within ten working days of receipt. If the appeal is upheld or partly upheld it will be referred back to the 16-19 Bursary Application Panel with recommendations. If the appeal is not upheld the appealing party will be signposted to the School's Complaint Procedure.

16. Confidentiality

Applications and supporting evidence will be confidential to the 16-19 Bursary Application Panel and in the event of an appeal, the 16-19 Bursary Appeals Panel. The applications and supporting evidence will remain confidential during processing, payment and storage. If it is necessary to obtain additional information to reach a decision, the young person and/or their parent/ carer(s) will be told the reasons why this is necessary prior to sharing any information further.

17. Change of Young Person's Financial Circumstances

Any young person in receipt of a Bursary has a duty to inform the School should their financial circumstances change, or those of their /carer(s) change (e.g. change in Universal Credit awards, increase in household income that would affect the young person's entitlement to Free School Meals). This does not automatically mean any future Bursary payments will be stopped but would result in a convening of the 16-19 Bursary Application Panel to determine whether the payments continue or be stopped and the funds redistributed.

18. Young Person Transferring

Where a young person in receipt of a Bursary transfers *out of* the School to another education/training provider in-year, the School will liaise with that provider to ensure continuity of Bursary payments to enable the young person to complete the learning aim(s).

Where a young person in receipt of a Bursary transfers *in to* the School from another education/training provider in-year, the School will liaise with that provider to ensure continuity of Bursary payments to enable the young person to complete the learning aim(s).

19. Young Person Withdrawing

Where a young person in receipt of a Bursary withdraws from the School, and does not transfer to another education/training provider, Bursary payments made prior to the date of withdrawal will *not* be recovered but any scheduled payments to be made after the date of withdrawal will not be made.

20. Supporting Documents

In addition to this policy being openly shared with all young people and their parent/ carer(s), the following documents will be used in the 16-19 Bursary process:

1. Application Form
2. 16-19 Student Bursary Assessment Form
3. Information for young people
4. Information for parent/ carer(s)

21. Further Information

Further national information on the 16-19 Bursary Fund can be found:

- The Department for Education website
- Directgov:www.direct.gov.uk/16-19bursary