



**Hazel Oak School**  
A Business & Enterprise College



## **16-19 BURSARY FUND POLICY**

**Reynalds Cross School  
Forest Oak School  
Merstone School  
Hazel Oak School**

**2018 - 2019**

**Adopted by the Governing Body: October 2017**

## Introduction

The Government has set aside some money for schools, colleges and training providers to allocate to young people who need financial support to participate in post 16 education or training. This is called the 16-19 Bursary Fund. It is good practice to allocate the fund in kind rather than providing cash payments. There are two elements to the fund: nominated vulnerable groups and a discretionary element both of which must be applied for.

The Bursary Fund could help with any education-related costs that may arise during the school year, including essentials like a meal during the day or transport to school, college or training provider. Extra help might be needed to buy additional books, clothing or equipment for a course, or pay for educational visits.

## Who is eligible?

The young person must be aged 16 and under 19 at the start of the academic year (the start of the 2018/19 academic year is 1<sup>st</sup> September 2018). Where a young person turns 19 during the academic year, they can continue to be supported to the end of the academic year in which they turn 19, or to the end of the programme of study, whichever is sooner.

All students applying (whether for a vulnerable student or discretionary grant) need to make their needs and the cost clear on the application form. Guidance on a student's needs and any costs can be discussed with the school at any stage of the process.

## Nominated vulnerable groups:

- Young people who are looked after (see definitions below) aged 16-19.
- Unaccompanied asylum seekers are treated as looked after children
- Disabled young people who are in full time education and are in receipt of Income Support (**IS**) or Universal credit or Employment Support Allowance (**ESA**) and Disability Living Allowance (**DLA**) or a Personal Independence Payment (**PIP**).

**Please note:** Students claiming because they get DLA or PIP must also be claiming ESA or income support as well. These benefits **MUST** be in combination.

**Please note:** It is the young person who must be in receipt of benefits and not other family members. Evidence of the benefit will be required and will be checked by the school.

## Definitions of young people who are looked after

- Eligible children ('looked after'): this is a child who is looked after, aged 16 or 17, and has been looked after for a period of 13 continuous weeks or periods amounting to 13 weeks, which began after s/he reached 14 and ended after s/he reached 16.
- Relevant children ('care leavers'): this is defined as a child who is not looked after, is aged 16 or 17, and was, before s/he ceased to be looked after, an eligible child.
- Former relevant children ('care leavers'): this is defined as a young person who is aged 18 or above, and has been either a relevant child and would be one if s/he were under 18, or immediately before s/he ceased to be looked after at 18, was an eligible child.

## Type of evidence that is needed

Type of Benefit	Evidence Required
Young People who are looked after	Personal Education Plan (PEP) or Pathway Plan
Income Support (IS) (or Universal Credit)	Letter dated within 3 months showing name, address, benefit received and period of claim
Employment Support Allowance (ESA)	(This is not normally paid to young people in full time education unless the young person is in receipt of DLA). Letter dated within 12 months of application showing name, address, benefit received and period of claim.

Disability Living Allowance (DLA) or Personal Independence Payment (PIP)	Letter dated within 12 months of application showing name, address, benefit received and period of claim.
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Receipt of a bursary for vulnerable learners will be conditional on the student meeting certain agreed standards:

- At least 95% attendance.
- Acceptable standards of behaviour including no fixed term or permanent exclusions.

**Exceptional circumstances on the above can be agreed at the headteacher's discretion, for example medical appointments, illness. Evidence will be required.**

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

At the end of every term the attendance of eligible pupils may be verified and a review process may be triggered to ensure that the original circumstances still remain. Further up to date evidence may be required. Once the school is satisfied that all the criteria continue to be met payments in kind or a cash payment will be made to the young person's bank account.

**The school will require details of the relevant bank account. On the whole the school will purchase items for the student rather than give cash sums.**

#### **Discretionary Awards**

Young people must be aged 16-19 and in years 12-14 and eligible for free school meals. Support will be considered for young people who face the greatest financial barriers to participation, for example transport, travel training, trips and visits. Discretionary awards will be allocated by subsidising or paying for the costs of activities.

Receipt of a discretionary award will be conditional on the student meeting certain agreed standards:

- At least 95% attendance
- Acceptable standards of behaviour including no fixed term or permanent exclusions.

**Exceptional circumstances on the above can be agreed at the Head Teacher's discretion, for example medical appointments, illness. Evidence will be required.**

#### **Administration costs**

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

#### **Monitoring and reporting**

The Headteacher/Principal 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 is available on request.

**Additional Information about the 16-19 Bursary Fund can be found at:**

[www.direct.gov.uk/16-19bursary](http://www.direct.gov.uk/16-19bursary)

**Application Form – Vulnerable Learners**

**Consideration of funds from the 16-19 Bursary Fund 2018-19**

**Applicants are reminded that this form is for consideration only and does not guarantee entitlement.**

We have to establish the number of students who have applied for financial support and then match this with the funding available to the school. Inevitably some students will not qualify or will not receive the level of discretionary funding we would like to provide because of variations in the level of funding from the Education Funding Agency. Funds will be allocated in line with the 16-19 Bursary Guidance.

**The deadline for initial applications is Friday 19<sup>th</sup> October 2018. Applications before and after this date will be considered.**

Students are reminded that their application will be treated in the utmost 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, attendance and behaviour criteria.

Name of student	Date of Birth
Are you looked after by a local authority?	Yes/No
Do you (the student) receive Disability Living Allowance (DLA) or a Personal Independence Payment (PIP) <b>and</b> Employment Support Allowance (ESA) or Income Support or Universal Credit?	Yes/No
What do you need the award for? Please provide as much detail as possible.  Item or service?  Cost?	

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 (income support and Universal Credit = 3 months) showing name, address and benefit plus a bank statement dated within 3 months.

Student signature.....

Name..... (please print)

Parental signature .....

Name ..... (please print)

Date .....

**Please return the completed form to the school office**  
**Application Form for a Discretionary Award**

**Consideration of funds from the 16-19 Bursary Fund 2018-19**

**Applicants are reminded that this form is for consideration only and does not guarantee entitlement.**

We have to establish the number of students who have applied for financial support and then match this with the funding available to the school. Inevitably some students will not qualify or will not receive the level of discretionary funding we would like to provide because of variations in the level of funding from the Education Funding Agency. Funds will be allocated in line with the 16-19 Bursary Guidance.

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Students are reminded that their application will be treated in the utmost 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 and behaviour criteria.

Name of student	Date of Birth
Do you receive free school meals?	Yes/No
What do you need the award for? Please provide as much detail as possible.  Item or service? (such as transport costs, trips and visits) Cost?	

Student signature.....

Name..... (please print)

Parental signature .....

Name ..... (please print)

Date .....

**Please return the completed form to the school office**