



Denefield School 16-19 Bursary Fund Policy 2019/20

Background

The 16 to 19 Bursary Fund provides financial support to help students overcome specific barriers to participation so they can remain in education or training post-16. It is allocated by the Education and Skills Funding Agency (ESFA). Typically, the bursary should be used for transport, meals, books and equipment, and field trips.

This policy sets out how Denefield School will administer the 16-19 Bursary Fund in 2019/20. The Finance and Business Director is responsible for administering the fund.

Bursaries available

There are two types of 16 to 19 bursaries:

- a **discretionary bursary**, usually up to £400 per year, is awarded to meet individual student needs. The amount may be increased in exceptional circumstances subject to availability of funds. The amount is based on each student's individual circumstances and their actual financial need, and payment may be made in kind rather than as a cash payment.
- a **vulnerable bursary**, of up to £1,200 per year, for young people in one of the defined vulnerable groups.

Amounts will be paid pro rata if the course is less than 30 weeks long.

Eligibility

To be eligible to receive a bursary in 2019/20, students must:

- be aged over 16 and under 19 at 31 August 2019. Students aged 19 are only eligible if they are continuing a study programme they began aged 16 to 18 or have an Education, Health and Care Plan (EHCP).
- meet the residency criteria in [ESFA funding regulations](#) for post-16 provision

If a student turns 19 during their programme of study, they can continue to receive the bursary until the end of the academic year in which they turn 19, or to the end of the programme of study, whichever is sooner.

Discretionary bursary eligibility

Eligibility criteria are designed to help those most in need of financial support. To be eligible to receive a discretionary bursary, students must be facing financial barriers to participation and need help to stay in education. In addition, students must meet one or more of the following criteria:

- was in receipt of free school meals in year 11 or was entitled to free school meals in year 11 or year 12 but did not apply for them

- total household income is below £20,000 a year
- is a young parent or young carer

Applications may be considered for students in exceptional circumstances who fall outside of the above criteria. These will be reviewed at the school's discretion.

Vulnerable bursary eligibility

To be eligible to receive a vulnerable bursary, students must have a financial need and be in one of the defined vulnerable groups:

- in care (including unaccompanied asylum seekers)
- a 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

More information about the above can be found at [16-19 Bursary Fund Guide 2018 to 2019](#).

Qualifying Condition Requirements

Eligible students will need to complete a qualifying learning period of six weeks before they are able to receive bursary payments. However, any eligible student 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 students in receipt of a bursary must meet termly punctuality and attendance targets and must meet the school's expectations with regard to conduct and quality of work submitted in order to ensure continued support. Denefield School reserves the right to withdraw or suspend bursary payments if these expectations are not met.

Applications

All applications to access the 16-19 Bursary Fund must be made using the Denefield School 16-19 Bursary application form (available on the Denefield website). Applications must be supported by appropriate evidence, copies of which shall be kept confidential and retained by the school until the student leaves.

Acceptable supporting evidence for the **discretionary bursary**:

Household income:

- individual assessment of actual financial need plus
- evidence used to assess eligibility such as a letter from Dept for Work and Pensions, Income Support / Universal Credit award letter, other benefits / pensions award letter, confirmation letter that the parent/carer is in receipt of Employment Support Allowance or Universal Credit and Disability Living or Personal Independence Payments
- evidence of household income such as P60, official tax return showing evidence of earnings, salary slips for household.

Free school meals eligibility

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

Young parent or young carer status

- confirmation letter / email

Acceptable supporting evidence for the **vulnerable bursary**:

- for students who are in care or a care leaver, written confirmation of the student's current or previous looked-after status from the relevant local authority
- for students in receipt of qualifying benefits, written confirmation from the Dept of Work and Pensions or relevant Department of the benefit the student is entitled to

Applications should be submitted in full **by 30 September 2019**. Applications made after this date will be considered as long as sufficient funds are available. However, once the Bursary Fund has been allocated, it will not be possible to consider further applications.

Application assistance will be provided to students who are unable to make an application due to a level of learning difficulty and/or disability and/or lack of engagement from parent/carer to provide appropriate supporting evidence.

All applications for a Bursary will be assessed by a 16-19 Bursary Application Panel, consisting of:

- Finance and Business Director
- Assistant Head, KS5

The Panel will review the application, supporting evidence and any other personal circumstantial evidence and students will be notified of the outcome within four weeks of the submission deadline.

Appeals

If any student or their parent/carer is 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 the Headteacher and a Governor.

The Panel will consider and respond to appeals within two weeks 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.

Payments

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

- By 30 Nov 2019 (50%)
- By 31 January 2019 (25%)
- By 30 April 2019 (25%)

Payments will be via BACS transfer to a bank account in the name of the student or in-kind if the student does not have a valid account in their own name.

Change in Student's Financial Circumstances

Any student in receipt of a 16 to 19 Bursary has a duty to inform Denefield School if their financial circumstances or those of their parent/carer change. This could result in any remaining bursary payments being withdrawn.

Student transfers and withdrawals

Where a student in receipt of a 16 to 19 bursary transfers mid-year either in to the school from another education/training provider mid-year, or out of the school to another education/training provider mid-year, the school will liaise with that provider to ensure continuity of bursary payments to enable the student to complete their learning.

Where a student in receipt of a 16 to 19 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.

Date approved: June 2019

Date for review: June 2020

Appendix 1

16-19 Bursary Fund Application Form 2019/20

Please complete the form and return it, with your supporting evidence, to Mrs Levey by **30 September 2019**. Applications made after this date will be considered provided sufficient funds are available.

All information you provide will be strictly confidential and retained until you leave the school.

Surname:	First Name:
Address:	
	Postcode:
Mobile phone:	Email:
Date of birth:	Age:

Do you have the right of abode in the UK and been resident here for the last 3 years?	Yes		No	
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Bursary criteria To be eligible for a bursary in 2019/20, you must: <ul style="list-style-type: none">• meet the Education and Skills Funding Agency's UK residency criteria, and• be aged 16, 17 or 18 on 31 August 2019, or• be aged 19 or over and have an Education, Health and Care Plan (EHCP) The bursary is paid to enable you to attend school and will only be paid if your attendance and behaviour meet the required standards. Amounts will be paid pro rata if the course is less than 30 weeks long.

Vulnerable bursary additional criteria: A vulnerable bursary is up to £1,200 per year. You are entitled to receive a vulnerable bursary if you are in one of the defined vulnerable groups. You must produce appropriate evidence:				
Are you in local authority care or recently left care?	Yes		No	
Are you an unaccompanied asylum seeker (but not an asylum seeker accompanied by a relative or partner)?	Yes		No	
Are you receiving Income Support or Universal Credit because you are financially supporting yourself or someone who is dependent on you and living with you (such as a child or partner)	Yes		No	
Are you receiving Disability Living Allowance (DLA) or Personal Independence Payments in your own name and either Employment and Support Allowance (ESA) or Universal Credit?	Yes		No	

Discretionary bursary additional criteria: A discretionary bursary, usually up to £400 per year, is for students facing financial barriers to participation in education. The amount may be increased in exceptional circumstances subject to availability of funds, and payment may be made in kind rather than as a cash payment. To be eligible to receive a discretionary bursary, you must meet one or more of the following criteria: <ul style="list-style-type: none">• you were in receipt of free school meals in year 11 or year 12, or you were entitled to free school meals but did not apply for them• your total household income is less than £20,000 a year• you are a young parent or young carer. Applications may be considered for students in exceptional circumstances who fall outside of these criteria. These will be reviewed at the school's discretion.

Student declaration

- I declare that the information on this form is true and accurate to the best of my knowledge. I have made this claim for a bursary payment, fully aware that any false statements can lead to withdrawal/refusal of any financial support and may lead to me being prosecuted. I have submitted appropriate supporting evidence.
- I understand that if I refuse to provide information which may be relevant to my claim, the application will not be accepted.
- I understand that monies I receive under the bursary scheme will be paid on condition of meeting termly punctuality and attendance targets and the school's expectations with regard to conduct and quality of work. Failure to meet these targets and expectations may result in the withdrawal of bursary payments.
- I will notify Denefield School of any changes in my financial or personal circumstances that may affect my claim for a bursary.
- I will notify the school immediately with any changes to my bank/building society details.
- I understand that monies I receive under the bursary scheme have been awarded to provide me with financial support to allow me to continue in education (for example to contribute to the cost of books, equipment, travel, meals, business dress, trips etc.), and if I leave school all financial support will stop.
- I understand that I do not have an automatic entitlement to bursary payments, and all payments are based on the information I have provided.
- I understand I have the right to appeal if I disagree with the outcome of my bursary application. This appeal should be made to the school in writing, but if I feel I have not been treated fairly, I can follow the complaints procedure.
- I understand that this application process will be repeated each year of study.

I confirm I have read the 'Denefield School 16-19 Bursary Fund policy' which is available on the school website, and I agree to the conditions of this application.

Applicant signature:	Date:
Name (block capitals):	
Parent signature:	Date:

Applications for a Bursary will be assessed by a 16-19 Bursary Application Panel consisting of the Finance and Business Director and the Assistant Head in charge of Key Stage 5.

The Panel will review the application, supporting evidence and any other personal circumstantial evidence and students will be notified of the outcome by 31 October 2019.

Office use only

Date received					
Approved::	Yes		No		Date received
Date Confirmation letter sent:					