

## Kennel Lane School 16-19 Bursary Fund Policy

### Introduction

The 16-19 Bursary Fund is money given to local authorities, schools, colleges and other education and training providers (institutions) to give to disadvantaged learners. Its purpose is to provide financial support to help learners overcome specific barriers to participation, so they can remain in education.

There are two types of 16-19 bursaries:

- a **vulnerable bursary** of up to £1,200 a year for young people in one of the defined vulnerable groups;
- a **discretionary bursary** awarded to meet individual learner's needs.

Education institutions are responsible for managing both types of bursary.

The school and the governing body are committed to supporting young people to help them stay on at school post-16. Kennel Lane School has a thriving Sixth Form that caters for learners up to the age of 19. All learners at the school exhibit a wide range of Special Educational Needs encompassing learning, sensory, behavioural and medical needs. It is the aim of the school and the governing body to ensure those young people entitled benefit from a 16-19 bursary grant awarded by the Department of Education.

If learners are in one of the groups below, you may apply for a 'vulnerable bursary';

- Young people in care
- Care leavers
  - This is defined as young people aged 16 and 17 who were 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. In legal terms these children are called relevant children.
  - OR
  - This is defined as a young person who is 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 former relevant children.
- Young people in receipt of Income Support or Universal Credit
- Disabled young people who are in full time education and in receipt of Income Support or Universal Credit, Employment Support Allowance and Disability Living Allowance or Personal Independence Payment.
  - Please note, that learners claiming because they get DLA (or PIP) must also be claiming ESA as well. These two benefits MUST be in combination.

There may be some young people affected by benefit changes in 2013 and therefore learners in the following situations are also eligible for a vulnerable learner bursary:

- Young people who receive a Universal Credit payment in their own name.
- Young people who are disabled and receive Employment Support Allowance and a Personal Independence Payment in their own name.

## Type of evidence that is needed

Type of benefit	Evidence Required
Income Support (IS)/ Universal Credit	IS Benefit Book/letter dated within 3 months showing name, address and benefit received OR outdated letter plus bank statement within 3 months.
Young people who are looked after	Looked after care plan/PEP
Employment Support Allowance	(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, and benefit received plus bank statement within 3 months.
Disability Living Allowance or Personal Independence Payment	Letter dated within 12 months of application showing name, address, and benefit received plus bank statement within 3 months

## How will the bursary money be distributed?

The funding received is based on an academic year.

Institutions are free to decide the frequency that vulnerable and discretionary bursary payments are made, taking into account the purpose of the bursary, the learner's circumstances and local arrangements.

Parents of learners, or learners themselves, who want to apply for support from the bursary fund should contact Vicky Wilkins who will support you to complete the necessary online form.

At Kennel Lane School the attendance of eligible learners (learners should achieve at least 90% attendance) will be verified at the end of every term (December, March/April & July), 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 may be distributed to those learners who do not fall into the category of 'Looked After'.

It is good practice to pay in-kind bursaries rather than cash where possible and this will be considered first before any individual payments are made. In-kind bursaries ensure that the funding will help the learner to participate in education. There are no restrictions on what in-kind payments can be made, they could include:

- travel passes
- meals
- field trips
- course material/resources

However, in the case of learners in the vulnerable group, (Looked After) the value of in-kind payments and how the cost is deducted from the £1,200 should be transparent to all parties involved as well as the learners themselves, if applicable.

At Kennel Lane School, for those learners receiving Bursary Funding that are 'Looked After', discussions will take place at the PEP meetings and a decision agreed by all parties involved as to how best to spend the funds. This will be reviewed at subsequent annual review/PEP meetings to ensure the needs of the individual learner are continuing to being met.

The spending of each individual's allocation of money will be monitored separately and recorded in order to ensure that the spending decisions are being honoured.

If the decision is made to pay bursary funds directly to the learner who is 'Looked After' the same process will be applied as outlined above for learners who are not 'Looked After'.

The Education Funding Agency (EFA) would not expect the money to be paid into another person's bank account, except in exceptional circumstances where a learner is unable to administer their own account. If the learner is in one of the vulnerable groups and cannot manage their own funds it will be decided at the PEP who is going to manage the bursary on the learner's behalf.

If a payment is agreed it will be via a cheque made payable to either the learner or a named parent/carer as agreed and as outlined above. If resources have been purchased by the school, the payment will be for the remainder of the bursary which relates to the period of time involved (e.g. one term). Lump sum payments, if applicable, will be limited to a maximum of £400 (i.e. one third of the year's allocation of £1,200).

### **Discretionary Awards**

It is up to the school which learners will receive a discretionary bursary and how much they will receive.

There are no limits set for the level of discretionary payments. We can award learners whatever we feel is needed to remove the financial barriers to learning. However we are expected to stay within the budget given.

Learners that apply will be assessed individually and awarded a bursary based on their actual financial need. The assessment will be documented and the evidence obtained to support the amounts being claimed and must be retained for audit purposes. We cannot make blanket or flat rate payments to all learners.

Should there be surplus funding from the 16-19 discretionary bursaries after administration costs (see below) eligibility criteria will be circulated to relevant learners and their families. The criteria for awarding discretionary bursary funding will be as follows:

- Young people who, are eligible for Free School Meals and have achieved 90% attendance or more up to the date of application and are aged 16-19 in years 12-14.

Consideration, to award a discretionary bursary, will also be given to young people who have been affected by sudden, exceptional changes in financial circumstances.

Discretionary bursaries awarded will be distributed fairly and evenly between all successful applications received.

Once all funds have been distributed, applications will close for that academic year, unless further funding is received from the Education Funding Agency (EFA).

### **Administration costs**

EFA expects institutions to spend no more than 5% of their total bursary allocation on administrative costs. As institutions no longer directly receive a vulnerable learners' bursary allocation, costs for administering vulnerable bursaries have therefore reduced and can be covered by the 5% of their discretionary allocation should they wish to do so. Kennel Lane 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 obtained from the school.

### **Additional Information can be found at:**

[www.gov.uk/1619-bursary-fund/overview](http://www.gov.uk/1619-bursary-fund/overview)

### **Document Tracking**

October 2015	Original Document	KM
October 2015	Adopted by the Governing Body	FGB
September 2016	Reviewed and amended	JBa & JR
September 2017	Reviewed	JBa
September 2018	Reviewed and amended in line with 2018-19 guidance	SO'B

## Application Form

### Consideration of funds from the 16-19 Bursary Fund

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

We have to establish the number of learners who have applied for financial support and then match with our funding. Inevitably some learners will not qualify or will not receive the level of funding we would like to provide because of financial constraints on the school. Funds will be allocated in line with the 16-19 Bursary Guidance.

Learners can be assured that their application will be treated with upmost confidence and we would encourage learners to maintain this confidentiality with other members of the school community. Funds will be made available in line with the 16-19 Bursary Fund Policy and attendance criteria.

Name of learner _____	Date of Birth _____
Is the young person in care or a care leaver?	Yes/No
Is the young person receiving Income Support or Universal Credit?	Yes/No
Does the young person receive Disability Living Allowance or Personal Independence payment?  <b>AND</b> Does the young person receive Employment and Support Allowance or Universal credit?	Yes/No
Is the young person entitled to Free School Meals?	Yes/No

If you have answered yes to any of the above you will need to send/bring into school additional evidence as follows:-

**Type of evidence that is needed**

<b>Type of benefit</b>	<b>Evidence Required</b>
Young people who are looked after	Looked after care plan/PEP
Income Support / Universal Credit	IS Benefit Book/letter dated within 3 months showing name, address and benefit received OR outdated letter plus bank statement within 3 months.
Disability Living Allowance or Personal Independence Payment	Letter dated within 12 months of application showing name, address, and benefit received plus bank statement within 3 months.
Employment Support Allowance	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, and benefit received plus bank statement within 3 months.

**For Assistance due to sudden change in circumstances** (Please give details):

Parental and/or career signature \_\_\_\_\_

Name \_\_\_\_\_ (please print)

Date \_\_\_\_\_