



16-19 Bursary Procedure Statement 2021-22

a folio education trust school

Statement of intent

At Coombe Wood School we are committed to using the 16 - 19 Bursary Fund to provide financial support to assist our students overcome specific barriers while at our sixth form.

We are dedicated to:

- Distributing 16-19 bursaries via a fair and equal process that is transparent, accountable and easily understood.
- Ensuring that information regarding the application, award and administration of 16-19 bursaries is publicly available via the school website and Finance Officer.
- Widening access to, and participation in, 16-19 education and training.
- Monitoring and reviewing our policies to ensure effectiveness.
- Setting high targets and objectives to develop a culture of continuous improvement.
- Ensuring adequate resources are available to implement policies, as much as is reasonably practicable.
- Sharing and acquiring best practice through partnerships with neighbouring settings.

Overview of the 16 - 19 Bursary Fund?

The Education, Skills and Funding Agency (ESFA), are the body responsible for funding 16 - 19 education and training. The 16 - 19 Bursary Fund is designed to provide support to help students overcome specific barriers while in education. The School/Trust is regulated by the ESFA in the administration and management of the 16 - 19 Bursary Fund. The 16 - 19 Bursary Fund Guide 2021 to 2022 sets out the guidelines and can be found here: <https://www.gov.uk/guidance/16-to-19-bursary-fund-guide-2021-to-2022-academic-year>

There are two types of bursaries available:

- Vulnerable Bursary is available to specific students who meet the eligibility criteria and have been identified as most in need as defined in the vulnerable group as set out by the ESFA to receive up to £1200.
- Discretionary Bursary is available to all students in our sixth form and the fund is awarded to students who meet the School's/Trust eligibility criteria as set out in this policy. The eligible student can apply to use their bursary award to meet the need to cover the cost of travel, books, equipment. The student can make a request to the School, for consideration, if the request is required to meet their educational needs staying within the ESFA guidelines.

Eligibility Criteria: bursaries for vulnerable groups

- I. **Age** - A student must be aged 16 or over but under 19 at 31 August 2021 to be eligible for help from the bursary fund in the 2021 to 2022 academic year.
- II. **Residency** - Students must have the legal right to be resident in the United Kingdom at the start of their study.
- III. **Defined vulnerable group** are students who are:
 - in care
 - care leavers
 - receiving Income Support (IS), or Universal Credit (UC) 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 (DLA) or Personal Independence Payments (PIP) in their own right as well as Employment and Support Allowance (ESA) or UC in their own right

IV. **Evidence of eligibility** -

- 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.
- For students in receipt of IS or UC, a copy of their IS or UC award notice. This must clearly state that the claim is in the student's name/confirm they are entitled to the benefits in their own right. The evidence must not state any conditions that prevent them from participating in further education or training. For students in receipt of UC, institutions must also see a document such as a tenancy agreement in the student's name, a child benefit receipt, children's birth certificates, utility bills and so on.
- For students receiving UC/ESA and Disability Living Allowance (DLA) and Personal Independence Payments (PIP), a copy of their UC claim from DWP. Evidence of receipt of DLA or PIP must also be provided.

We may decide that although a student may be eligible for a bursary because they are in one or more of the defined vulnerable groups, they do not have any actual financial need. This might be because their financial needs are already met and/or because they have no relevant costs. We may refuse a student's application on this basis.

Students will only receive the amount they actually need to participate in their studies and will not automatically be awarded £1,200 if they do not need the full amount.

A new application will need to be made for each academic year for the 16 - 19 Bursary Fund.

Eligibility Criteria: discretionary bursaries

- I. **Age** - A student must be aged 16 or over but under 19 at 31 August 2021 to be eligible for help from the bursary fund in the 2021 to 2022 academic year.
- II. **Residency** - Students must have the legal right to be resident in the United Kingdom at the start of their study.
- III. **Gross Household income** -
 - Band 1 gross household income is less than £16,190 per annum. The parents are in receipt of benefits and the student is entitled to free school meals.
 - Band 2 gross household income is more than £16,190 - less than £20,817
 - Band 3 is more than £20,817 less than £25,521
- IV. **Evidence of eligibility** - Please see appendix 1. 16 - 19 Bursary Fund Overview
- V. **Financial need** - Students will need to provide a list of each item they will require financial assistance which the school will consider. The student will need to explain why they need the items which will enable them to attend Sixth Form and participate in their studies. Funding will be considered for:
 - Uniform to meet the Sixth Form dress code
 - Fees for university entrance tests, such as Biomedical Admissions Test (BMAT) and similar entrance tests
 - Textbooks
 - Specialist equipment such as graphical calculator, scientific calculator or the loan of a laptop/Chromebook
 - Trips / visits that are essential to the students' course subject.
 - Travel to and from Sixth Form which will dependant on:
 - The distance the student lives from the Sixth Form.
 - The statutory transport duty local authorities have. Each local authority must publish an annual transport statement that sets out the arrangements they will make to facilitate participation in education for students aged 16 - 19.

The school will either purchase the items for the student to use for the length of time of their studies or make a payment to the student. Any items purchased by the school will have to be returned at the end of the student's study.

The bursary fund is not intended to provide learning support, counselling or mentoring, or to support extra-curricular activities where it is not an essential part of the student's studies.

Conditions

Students are expected to satisfy the following conditions:

- The student's level of attendance is expected to be above 95% and 96% punctuality, unless there are satisfactory mitigating circumstances. The School reserves the right to withdraw funding if attendance falls below 95%
- Prolonged absence must be supported by medical evidence (if attendance falls below 95%)
- The student must be up-to-date with all work commitments
- The student must not have broken the terms of the Sixth Form Agreement/Contract and the Behaviour policy

Application Process

- I. Students must complete an application form whether for the Vulnerable or Discretionary Bursary fund as soon as they start the Sixth form in September, along with all the supporting documentation
- II. In-year application forms will be considered from students whose circumstances have changed and are in need of financial assistance. This is subject to remaining funds being available. The 16-19 Bursary is funded every year via the Education and Skills Funding Agency.
- III. A new application will need to be made for each academic year
- IV. All application forms and supporting documentations will be assessed and eligible students will be awarded bursary funds according to their needs. Students will be sent an award letter.
- V. For students who may need support when faced with exceptional circumstances during the year that may impact their ability to participate can submit an application

Appeal Process

There will be application forms which the panel will assess do not meet the eligibility criteria for any of the 16-19 Bursary Funds. Students are welcome to make an appeal to the Bursary Panel and addressed to the Headteacher in the first instance explaining why they need the bursary fund, outlining the specific circumstances with supporting documentation.

Further appeals should be made using the Trust Complaints Policy which is available from the school's website.

Appendix 1. 16 - 19 Bursary Fund Documentations

BURSARY GROUP	ELIGIBILITY CRITERIA	DOCUMENTATIONS REQUIRED
<p>High Priority</p> <p>For defined vulnerable groups</p>	<p>The defined vulnerable groups are students 16 - 19 who are in:</p> <ul style="list-style-type: none"> ● In care or a care leaver ● Receiving income support or universal credit in their own name as they financially support themselves. ● Receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIP) or Employment Support Allowance (ESA) <p>In some cases a student may meet the eligibility criteria for the defined vulnerable group, however, they are not in need of the financial support or may not have any relevant costs.</p>	<ul style="list-style-type: none"> ● In care or a care leaver are required to provide written confirmation of their current or previous status from the relevant local authority. Either a letter or email clearly showing it from the local authority. ● Copy of Income Support or Universal Credit notice in the student's name from the DWP must be provided. ● A copy of DLA or PIP or ESA must be provided.
<p>Medium Priority</p> <p>Discretionary Bursary Fund - Band 1</p>	<p>For students aged 16 - 19</p> <p>Have a gross household income less than £16,190</p> <p>OR</p> <p>Are entitled to Free School Meals</p>	<p>Evidence of household income such as:</p> <ul style="list-style-type: none"> ● P60 AND last 3 months' payslips ● Self-employment income evidence ● Benefit award notice from DWP dated in the last 6 months. Older notices accepted if accompanied with recent bank statements naming benefit received ● Working Tax Credit/Child Tax Credit award notice ● Universal - 3 most recent monthly award statements to estimate assumed income for the full year ● Company or private pension statement if in receipt ● Support under VI of the Immigration Act 1999 award letter <p>Certified letter from the Local Authority regarding Free School Meals</p>
<p>Low Priority</p> <p>Discretionary Bursary Fund - Band 2</p>	<p>For students aged 16 - 19</p> <p>Have a gross household income more than £16,190 and less than £20,817</p>	<p>Evidence of household income such as:</p> <ul style="list-style-type: none"> ● P60 AND last 3 months' payslips ● Self-employment income evidence

		<ul style="list-style-type: none"> • Benefit award notice from DWP dated in the last 6 months. Older notices accepted if accompanied with recent bank statements naming benefit received • Working Tax Credit/Child Tax Credit award notice • Universal - 3 most recent monthly award statements to estimate assumed income for the full year • Company or private pension statement if in receipt • Support under VI of the Immigration Act 1999 award letter
Lower Priority Discretionary Bursary Fund - Band 3	For students 16 - 19 Have a gross household income more than £20,817 and less than £25,521	

Students may submit an in year application form if their personal circumstances change, however, this will be subject to what bursary funds are left.