



COOMBE WOOD SCHOOL 2023-2024

16-19 Bursary Fund Policy

Policy Area

Key Document

Author

Finance Officer

Version

1

Last Updated

May 2023

Adopted by the Full Governing Body

TBC

Next Review

May 2024

Statement of intent

At Coombe Wood School we are committed to using the 16 – 19 Bursary Fund to provide financial support to assist students overcome specific barriers while they remain in 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.
- 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 is regulated by the ESFA in the administration and management of the 16 – 19 Bursary Fund. The 16 – 19 Bursary Fund Guide 2022 to 2023 sets out the guidelines and can be found here: <https://www.gov.uk/government/publications/16-to-19-bursary-fund-guide-2023-to-2024-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 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 years on 31 August before the academic year in question to be eligible for help from the bursary fund for this 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, then School 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 needs. 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 years on 31 August before the academic year in question to be eligible for help from the bursary fund for this 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** –
- Level 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.
 - Level 2 gross household income is more than £16,190 – less than £20,817
 - Level 3 is more than £20,817 less than £25,521
- IV. **Evidence of eligibility** – Please see appendix 1. 16 – 19 Bursary Fund Overview

Financial Needs

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.
- Travel cost to attend university open days or interviews.
- Textbooks
- Specialist equipment such as, scientific calculator, or the loan of a Chromebook/ graphical calculator. We do not accept request for purchase of a laptop or printers, ink cartridges nor software programmes.
- Trips / visits that are essential to the student's 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 BAC payment to the student's bank account. 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 Home School Agreement Contract and the Behaviour policy

Commitment to Raising Awareness of the Bursary Fund

The school will bring to the attention of students the 16 – 19 Bursary Policy in the following ways:

- Publish the 16 – 19 Bursary Fund policy and apply via Applicaa +
- When a verbal offer is made to the student
- On Induction day
- Insert in the Home School Agreement
- Information posters in the Sixth form block
- Reminders sent to sixth formers via SHOW MY HOMEWORK

Application Process

- I. Students must complete an application (via applicaa+ login), 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 applications 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 student will be awarded bursary funds according to their needs. Students will see if they have been successfully awarded funds via Applicaa+.
- 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. This is subject to remaining funds being available.

Appeal Process

There will be application which the School 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 Director of Sixth Form 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.

Fraud

Should it come to light that false/incomplete information was given at the time of applying or thereafter, then we will investigate. If fraud is identified then we will immediately notify the ESFA and withdrew all funds from the student.

How We Handle Your Data

Please see appendix 2. Privacy Notice Applying for a 16-19 Bursary Award.

Appendix 1. 16 – 19 Bursary Fund Documentations

BURSARY GROUP	ELIGIBILITY CRITERIA	DOCUMENTATIONS REQUIRED
For defined vulnerable groups	<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.
Discretionary Bursary Fund - Level 1	<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 3months. 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>
Discretionary Bursary Fund – Level 2	<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 • Benefit award notice from DWP dated in the last 3 months. Older notices accepted if accompanied with recent bank statements naming benefit received
Discretionary Bursary Fund - Level 3	<p>For students 16 – 19</p> <p>Have a gross household income more than £20,817 and less than £25,521</p>	<ul style="list-style-type: none"> • 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

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

Appendix 2. Privacy Notice applying for a 16-19 Bursary Award

This document gives you detailed information about how we use your personal data and complies with the Data Protection Act 2018 and the EU General Data Protection Regulations.

Your privacy is critically important to us. We follow a few fundamental principles as to how we use data:

- We ask you to provide only the minimum information needed for us to assess your bursary application. Without this information we are unable to make an assessment of your situation to decide whether you qualify for a bursary award or not.
- We carefully consider the ways that we use and store your personal information.
- We share your data only if or when we need to.
- We take steps to ensure that the organisations with whom we share your information, if any, understand that your privacy is critically important.
- We aim to store personal information for six years from the time your son/daughter leaves our Sixth Form.
- We believe in full transparency on how we gather, use, and share your personal information.
- We never sell your personal data to anyone.

If you wish to be considered for a 16-19 bursary award, then you must upload the necessary information to us using the Applica+ application process. This is so that we may undertake an assessment. The legal basis for processing your data is by consent; as you have chosen to apply for the award, you provide your data freely so that we may make an assessment about your suitability for a bursary award.

CWS website Policies section, which provides full information about all of the ways and reasons that CWS uses and shares personal data of pupils, as well as information about your privacy rights.

Where is my data stored?

Your data will be stored on our systems which includes Cloud based storage from Google as well as local network drives provided by London Grid for Learning. Our IT staff work to ensure these systems are as secure and protected as possible to ensure the privacy of all data held.

All our data are stored on our system and only accessible to the Finance Officer at CWS and to the Folio Finance team. All hard copies are securely stored away accessible only to the Finance Officer at CWS.

How can I see what data you hold about me?

You have a right to access personal information that we hold about you and can do this by contacting the school office or our Data Protection Officer.

Mr Oliver Blackburn
Data Protection Officer
Folio Education Trust c/o Coombe Wood School
Melville Avenue
Croydon CR2 7HY
Email: oblackburn@foliotrust.uk

The data controller responsible for processing your personal data is Folio Education Trust:

Mr Jonathan Wilden
Executive Head-teacher
Folio Education Trust c/o Coombe Wood School
Melville Avenue
Croydon CR2 7HY
Email: jwilden@foliotrust.uk

For how long do you store data about me?

We are required to retain hard copies and scanned copies of documentation for 6 years including records electronically kept on our systems. At the end of the retention period all electronic files are deleted. CWS hires the service of a certified company who collect the confidential copies to securely shred.

What rights do I have regarding my personal data?

- The right to be informed about how your data is used and why. This is the objective of this notice.
- The right of access to see what data is held about you.
- The right to rectification of incorrect or incomplete data held about you.
- The right to erase data if there is no compelling reason for it to be held.
- The right to restrict processing of your data where there is an unresolved dispute about the data.
- The right to object to your data being processed due to your particular situation, if there is no compelling legitimate reason for your data to be processed.
- Rights in relation to automated decision making and profiling.

How do I exercise my rights or make a complaint?

Please contact our Data Protection Officer if you wish to exercise your rights or wish to make a complaint about data-handling. You may also approach the Information Commissioner's Office (ico.org.uk) with your concern.