

## **Dallam School 16-19 Bursary Fund Policy Statement**

The following information applies to students aged over 16 and under 19 on 31<sup>st</sup> August 2022 taking a full-time further education course in 2022/2023.

Students aged 19 or over are only eligible to receive a discretionary bursary if they are continuing on a study programme they began aged 16 to 18 ('19+ continuers') or have an Education, Health and Care Plan (EHCP).

### **What is the 16-19 Bursary Fund?**

The fund is made available from the government through its funding body – Education Skills Funding Agency (ESFA) for 16-19 year olds - **to provide assistance to students whose access to, or completion of, education is inhibited by financial constraints or barriers.** The bursary scheme has been put in place as a partial replacement for Education Maintenance Allowance.

### **What areas are considered for financial support?**

The bursary can be used to help with any costs you face to attend school during the academic year, which include the following:

- School meals purchased in the school canteen (unless you qualify for a free meal)
- Transport
- Books and educational resources
- Clothing
- Mentoring – within school
- Help with educational trips and visits
- Any other educational expenses

### **Who is eligible to apply for the 16-19 Bursary Funding?**

To be eligible for the 16 to 19 Bursary Fund students must be participating in provision that is subject to inspection by a public body that assures quality (for example Ofsted) which lasts for 30 weeks or more in the academic year. Students on study programmes of less than 30 weeks will be given a bursary on a pro rata basis. The provision must also be either:

- Funded directly by ESFA or by ESFA via a local authority
- Funded or co-financed by the European Social Fund
- Otherwise publicly funded and lead to a qualification (up to and including level 3) accredited by Ofqual or is pursuant to Section 96 of the Learning and Skills Act 2000
- A 16 to 19 traineeship programme

### **Who is not eligible for 16-19 Bursary Funding?**

- Students under 16 years of age or over 19 years of age on 31/08/22, unless they are 19+ continuers or receive an EHCP
- Students who do not meet the residency criteria in the ESFA funding Regulations
- Accompanied asylum seekers

### **How does the Academy assess applications and allocate 16-19 Bursary funding?**

The 16-19 Bursary Fund is a limited fund and Dallam School will prioritise allocation. For next academic year the school will assess bursaries in 3 priority groups, categorised as high, medium and low.

#### **1. Vulnerable Bursary - High priority group**

Students aged over 16 and under 19 on 31/08/22 and who fall into one of the following categories:

- Are currently in care
- Are care leavers

- Are in receipt of 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
- Are in receipt of 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

Eligible students will be guaranteed a £1200 bursary.

## **2. Discretionary Bursary - Medium priority group**

Students who fall into any of the following categories:

- Have a gross annual household income of below £20,000
- Was eligible for Free School Meals during Year 11
- Family circumstances – student carer
- Exceptional circumstances - where their family can demonstrate that they are currently in a period of hardship and that the support will benefit the students' progression in education

If the claim is for the Medium Priority group please forward evidence of your household income from any of the following original documents to enable the application to be progressed:

- A certified letter from Cumbria or Lancashire County Council regarding Free School Meals eligibility
- A certified letter from the DWP
- Current pay slips
- A recent family P60
- Self-employment income evidence
- Other means tested certification
- It may be necessary to ask for additional documentation

## **3. Discretionary Bursary - Low priority group**

Students who fall into any of the following categories:

- Have a gross annual household income between £20,000 and £25,000
- Have been eligible for free school meals at any time during their secondary school education
- Family circumstances – e.g. single parent family, number of dependent children in the household

If the claim is for the Low Priority group please forward evidence of your household income from any of the following original documents to enable the application to be progressed:

- A certified letter from Cumbria or Lancashire County Council regarding Free School Meals eligibility
- A certified letter from the DWP
- Current pay slips
- A recent family P60
- Self-employment income evidence
- Other means tested certification

It may be necessary to ask for additional documentation

### **Criteria for claiming bursary**

Students who wish to claim bursary payments from the fund should be able to demonstrate the following:

- Attendance – Students must attend all lessons and achieve a 97% attendance record, unless absent due to illness
- Good behaviour - There must be no serious entries on the SIMS behaviour log
- Attitude – Students must be polite at all times and demonstrate a willingness to learn
- Attainment - Students must complete all work set in class by the deadline given

## 16-19 Bursary Application Form

<b>Part 1: Student Details</b>		
Forename		
Middle Name/s		
Surname/Family Name		
Date of Birth		
Age on 31 August 2022		
Home Address		
Postcode		
Telephone	Home	Mobile
Email Address		
<b>Part 2: Parent/Carer Contact Details</b>		
Title		
Forename		
Surname		
Relationship		
Address (if different)		
Postcode		
Telephone	Home	Mobile
Email Address		
<b>Part 3: Household Details - <i>Please state who you live with and their relationship to you</i></b>		
Name	Relationship to you e.g. mother, father, brother, sister, carer, partner etc.	Age if under 19

<b>Part 4: Eligibility &amp; Evidence</b>	
If any of the following circumstances apply to you, please tick the appropriate box:	
<b>1. Vulnerable Bursary – High Priority Group</b>	Evidence Attached (circle)
<input type="checkbox"/> You are in care	Yes/No
<input type="checkbox"/> You are a care leaver	Yes/No
<input type="checkbox"/> Are in receipt of Income Support or Universal Credit in your own name	Yes/No
<input type="checkbox"/> Are disabled and in receipt of both Employment Support Allowance and Disability Living Allowance, or Personal Independence Payments in your own name	Yes/No

<b>2. Discretionary Bursary – Medium Priority Group</b>	Evidence Attached (circle)
<input type="checkbox"/> Gross household income of below £20,000	Yes/No
<input type="checkbox"/> Eligible for free school meals in Year 11	Yes/No
<input type="checkbox"/> Exceptional circumstance (please specify) ..... .....	Yes/No
<b>3. Discretionary Bursary – Low Priority Group</b>	Evidence Attached (circle)
<input type="checkbox"/> Gross household income between £20,000 and £25,000	Yes/No
<input type="checkbox"/> Eligible for free school meals anytime during secondary school	Yes/No
<input type="checkbox"/> Family circumstance (please specify) ..... .....	Yes/No
Please indicate the help you require by ticking all boxes that apply:	
<input type="checkbox"/> School meals (unless you qualify for a free meal) <input type="checkbox"/> Transport <input type="checkbox"/> Books and educational resources <input type="checkbox"/> Clothing <input type="checkbox"/> Mentoring <input type="checkbox"/> Help with educational trips and visits <input type="checkbox"/> Any other educational expenses (please specify) .....	

<b>Part 5: Authorisation by Head of Sixth Form</b>	
Comment on attendance, behaviour, attitude and attainment:	
Signature:	Date:

<b>Part 6: Declaration</b>	
I declare that I have been a resident of the UK for at least 3 years and the information provided is correct. I understand Dallam School has the right to reclaim the bursary if I am found to have provided incorrect information or do not complete my course.	
Signature of parent	
Signature of student	
Date	

### 16 to 19 Bursary Fund Checklist (to be completed by Finance Office)

Please use this checklist when assessing student applications for support from the 16 to 19 Bursary Fund.

#### Eligibility: All Bursaries (tick box below)

	Student meets the age criteria.
	Eligible education provision.
	Student meets the residency criteria for post-16 provision.
	Evidence of eligibility has been retained.

#### Bursary for defined vulnerable groups (tick box below)

	Student falls within one of the defined vulnerable groups for example, in receipt of the specified benefits in their own right or in care/care leaver.
	Financial needs assessment carried out to confirm actual financial need and amount of support required. No student should automatically receive £1,200.
	Appropriate evidence seen and copies retained to confirm student's eligibility, including the letter to support in care.
	Support awarded in kind (bus pass, meal vouchers, books or equipment purchased on student's behalf). Receipts should be retained.
	Award letter issued to student confirming the amount of support, what support will be made in-kind and payment conditions.

#### Discretionary bursary (tick box below)

	Evidence to confirm the student meets the institution's bursary fund criteria, including household income and statement of actual participation costs.
	Evidence of income and overall eligibility obtained, and copies retained.
	Assessment of student's actual financial needs carried out. <b>Block, blanket or flat rate payments are not permitted – the bursary award should reflect the actual costs the student has.</b>
	Support awarded in kind (bus pass, meal vouchers, books or equipment purchased on student's behalf). Receipts should be retained.
	Award letter issued to student confirming the amount of support, what support will be made in-kind and payment conditions.