



# **16 – 19 BURSARY POLICY**

# 1 APPROVAL

## Chair of Governors

<b>Signature</b>	
<b>Printed Name</b>	Bridget Ledson
<b>Date of Approval</b>	

## Headteacher

<b>Signature</b>	
<b>Printed Name</b>	Bradley Taylor
<b>Date of Approval</b>	

<b>Review Date</b>	Spring Term 2022
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## 2 CONTENTS

1 APPROVAL.....	1
2 CONTENTS .....	2
3 DOCUMENT CONTROL .....	3
4 INTRODUCTION .....	4
5 PURPOSE OF THE GRANT .....	4
6 HOW BURSARY PAYMENTS WILL BE MADE.....	5
7 APPENDIX A - CWS 16-19 BURSARY FUND APPLICATION FORM 20/21 .....	6

### 3 DOCUMENT CONTROL

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#### Change Control

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December 2020	0.1	Original	V Clanfield
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	16 -19 Further education revenue funding allocation guide – 2020/2021	ESFA

<b>Review Frequency</b>	Annually
<b>Committee</b>	FHR

## 4 INTRODUCTION

The government offers an annual bursary for students between 16 and 19, who qualify, under certain circumstances, since 2011. The bursary reduces the barriers pupils may come across that prevent them from continuing their education. The bursary provides financial support for education related costs.

## 5 PURPOSE OF THE GRANT

The purpose of the grant is to support students staying in post 16 education when there is a financial need and where costs are not already met by the school or local authority. Students have to have met specified eligibility criteria, that is verified by the Student Bursary Support Service (SBSS). The grant can be used for the following purpose.

- Transport
- Meals (if not already in receipt of FSM)
- Educational resources
- Clothing
- Trips

Further information can be found via the following website :

<https://www.gov.uk/guidance/16-to-19-bursary-fund-guide-2019-to-2020-academic-year>

There are two types of 16 19 Bursary

- A bursary for students in defined vulnerable groups of upto £1,200 a year
- A discretionary bursary

### Defined Vulnerable Group Bursary

- In care
- Care leaver
- Receiving income support, or Universal credit (if financially support themselves or themselves and dependants),
- 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

## Types of evidence required in support of application for defined vulnerable groups

Type of Benefit	Evidence Required
Income Support (IS)	IS benefit book/letter dated within 3 months showing name, address and benefit received OR outdated letter plus bank statement within 3 months. The IS award notice must clearly state the name of the student confirming they are entitled in their own right.
Young people who are looked after	Looked after care plan
Employment Support Allowance	(This is 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 (DLA)	Letter dated within 12 months of application showing name, address and benefit received plus bank statement within 3 months

### Discretionary bursary award

The school receives a small amount for discretionary awards. Criteria to be met for a discretionary bursary claim are as follows:

- Free School Meals eligibility
- Referral from class teacher based on attendance and / or performance if qualify via FSM and post 16-19

## 6 HOW BURSARY PAYMENTS WILL BE MADE

Where an application for 16 19 bursary grant claim is successful, the grant will be held by Chiltern Wood School and used to purchase specified items on behalf of the student.

In some situations, where the school deems it appropriate, the grant may be paid to the student into a bank account in their name only.

A student's unspent bursary grant may not be carried forward to the following year. All unspent grant will be recycled is a student has left or did not meet the agreed conditions. Recycled grant will be used to offset funding claims from newly identified students with successful applications.

Please apply by using the CWS 16-19 Bursary Application Form 20/21.

## 7 APPENDIX A – CWS 16-19 BRUSARY FUND APPLICATION FORM 20/21

Please read carefully and complete as required.

### **Student Details**

Surname	
Forenames	
Address	
Postcode	
Date of Birth	

### **Please tick the appropriate eligibility in support of the application**

Vulnerable Bursary Criteria	
I am a young person in care	
I am in receipt of Disability Living Allowance / Personal Independence Payments / Universal Credit / Employment Support Allowance in my own right	
Discretionary Bursary Criteria	
I am in receipt of Free School Meals	

All evidence must be submitted with the application form to avoid delay in processing the claim

If a student is in receipt of Disability Living Allowance (or Personal Independence Payments) and Employment Support Allowance, parents can no longer receive certain household/family benefits for that child, such as child benefit.

**Grant value**

The maximum value of the 1619 vulnerable group bursary grant is £1200 each year. The funding is applied for an annual basis.

If the grant application is successful the funding will be received by Chiltern Wood School. The grant will not be paid directly to the student. All expenditure will be paid directly by the school to the vendor or organisation. Expenditure of the grant will be used in line with the needs of the student. The input of parent/carers/guardians will be considered.

Meeting the criteria does not automatically mean that an application will be successful if a financial needs of a student are already met.

Unspent grant will be recycled to offset against newly identified students. The deadline for claims is 31<sup>st</sup> July 2021.

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We confirm that the details provided to support the application for the 1619 bursary are true and accurate, and that any over-payments made as a result of false or incomplete information may be recovered by the school. We understand that any change in financial circumstances must be notified to the school immediately.

We understand that by signing the form we are consenting, on behalf of the student, to the sharing of information by the school with the home to school transport service for the purpose of paying and providing transport services.

Signed by ..... Printed .....

student/parent/carer/guardian (circle/highlight as appropriate)

*The information provided on this form will be treated with confidentiality at all times and is covered by the data protection legislation. We will only retain these documents as long as necessary, after which time they will be securely destroyed.*