

## **Waddesdon CE School: 16-19 Bursary Policy 2021-2022**

The Government allocates schools a Bursary Fund to provide financial support for Sixth Form students from vulnerable groups and low-income backgrounds to enable them to participate in post 16 education and overcome financial barriers which might limit participation. This policy explains how Waddesdon CE School will administer and distribute these funds, based on guidance from the Education and Skills Funding Agency (ESFA).

Waddesdon CE School recognises that offering support to students from vulnerable groups and low-income backgrounds requires sensitivity and confidentiality for those concerned.

### **Eligibility**

Young people must be under 19 years old on 31st August in the academic year they start the course to qualify. Students can also apply if they are over 19 on 31st August, if they are continuing in a study programme they started while aged 16-18 or have an Education Health Care Plan. Young people must satisfy the residency criteria in the document ESFA Funding Guidance: Funding Regulations.

Three groups of young people are eligible to apply for the 16-19 Bursary, if they have a financial need:

Group 1) Students who meet one of the four bullet point criteria below, and who have a financial need, can apply for a bursary for vulnerable groups of up to £1,200 per year:

- in care
- care leavers
- receiving 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
- 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

Please note it must be the student in these categories and not their parents. The government stresses that this is not a guaranteed bursary, it is up to the amount stated, and the young person must be eligible against the criteria above and have a financial need.

Group 2) Students whose gross household income is up to £16,190 per year, will be eligible for a discretionary bursary. The amount of money given to students in this category will depend on how much money we are allocated by the government, the number of students who meet these criteria and their financial needs.

Group 3) In the event that there are surplus funds after the allocation of bursaries to students who fall into Groups 1 and 2 outlined above, a smaller discretionary bursary, will be allocated to students whose gross household income is up to £24,000. Again, the amount will depend on how many students apply who meet these criteria and their financial needs, as well how much money we have been allocated by the government.

### **Applications and Assessment**

Waddesdon CE School will make every effort to ensure all students who are entitled to financial support from the Bursary will receive it. Details of the Bursary Fund and the application process will be displayed on the school website, letters will be sent home to parents/carers at the beginning of each academic year, and announcements will be made in assembly. The application form and letter are shown in Appendix 1 and 2.

Students applying for the Bursary Fund will be required to provide valid evidence to support their application e.g. Income Support certificate, Universal Credit certificate, Disability Living Allowance certificate, Tax Award letter from the Inland Revenue, a letter from Job Centre Plus setting out the benefit to which the young person is entitled, or written confirmation from the Local Authority of the young person's current or previous looked after status.

Students will also have to outline their financial need and what they propose to use their bursary payments for e.g. to contribute towards transport costs, equipment, books or residential costs, essential to the student's

Programme of Study. The government asks us to stress that there is a possibility of no award or a limited award from the bursary fund; students must meet the eligibility criteria and submit evidence to enable us to establish their financial needs.

All applications should be received by the Sixth Form Office by the date specified in the letter and students will be informed of the result as soon as possible after that date. If a student's circumstances change, they can apply for the Bursary Fund later in the year after the completion of an application form. A small amount of money will be reserved in the fund for this eventuality.

### **Payments**

For students who fall into the Group 1 'vulnerable' category and are entitled to up to £1,200 per year, three termly payments of up to £400 will be paid into the student's bank account, based on the student's financial need. The first payment will be paid by the end of September and then in February and April of the same academic year.

For students in Groups 2 or 3, who qualify under the discretionary eligibility criteria, the amount they receive will be determined each year by the number of students who qualify for the remaining funds, dependent on financial need. The Head of Sixth Form will write to each student to inform them how much money they are entitled to. Again, there will be three payments paid into the student's bank account, by the end of September, February and April.

Please note that students will need to apply to the Bursary Fund at the beginning of Year 12 and again at the beginning of Year 13. We cannot guarantee that students will be eligible for the same amount each year. Also, payments depend on very good attendance of at least 90% as well as strong school reports, with at least an Attitude to Learning score of 3 in each subject. This will be closely monitored. Payments can be withheld if students are not fulfilling these requirements.

### **Receipts**

In accordance with government regulations, students must submit receipts for items which they have bought with their Bursary allocation. We cannot release subsequent payments if receipts are not submitted to the Finance Office.

### **Appeals**

Students are entitled to appeal against decisions made in relation to their application for a bursary or the withholding of payments. They should first raise their concerns with the Head of Sixth Form, and if this fails to resolve issues, they should make a written complaint to the Headteacher. If this fails to resolve the matter, students can take their appeals to the School's Governing Body. A copy of the school's complaints procedure is available from the Head of Sixth Form.

### **Fraud**

Fraudulent claims for bursary allocations will be referred to the Police. Students found to be making fraudulent claims will be required to refund all payments received and may be asked to leave the school.

Updated during July 2021 from the ESFA's 16-19 Bursary Fund Guide for 2021/22, which can be found here:

<https://www.gov.uk/guidance/16-to-19-bursary-fund-guide-2021-to-2022-academic-year>

## Appendix 1 – Letter introducing the 16-19 Bursary

6<sup>th</sup> September 2021

Dear Sixth Form Parents/Carers

### 16-19 Bursary Fund Application

The government provides the 16-19 Bursary Scheme to help support Sixth Form students from vulnerable groups and lower income families with the costs of post 16 education. The aim of the bursary fund is to enable students to participate in post 16 education and overcome financial barriers which might limit participation. The government has given the school a limited amount of money for this purpose.

The government has defined 'vulnerable' students as: in care; care leavers; receiving 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; 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. Students in this group are entitled to a bursary of up to £1,200 depending on each individual's financial need.

Students are also eligible for a smaller discretionary bursary if their gross household income is up to either £16,190 or £24,000 from the remaining fund to help with any costs towards their education, for example, travel to school, the buying of extra books or subject specific equipment. Until we know how many students are in these further categories and each student's financial need, we are unable to calculate how much financial support each student will receive.

A full explanation of the school's 16-19 Bursary Policy for 2021-2022 is available at:

<https://www.waddesdonschool.com/sixth-form/16-19-bursary-fund/>

If you think your son/daughter is eligible, please complete the attached application form carefully and return it in a sealed envelope to Miss Hay in the Sixth Form Office by 13<sup>th</sup> September. Please be reassured that all applications will be treated sensitively and confidentially. If you would like a paper copy of this letter and the application form for completion, please ask your son/daughter to see Miss Hay.

If successful in your application to the Bursary, in line with government regulations, you must provide receipts to show how your allocated Bursary money has been spent. If you have already paid for some of the expenses e.g. an annual bus pass, please attach any relevant receipts to your application form in advance as it helps us with assessing financial need.

Once we are aware of the number of students who qualify, I will write to those concerned to explain how much money will be available to each student and how the school processes the payments.

If you have any queries about the 16-19 Bursary Scheme, please do not hesitate to contact me at school.

Yours sincerely

Ms McIver  
Head of Sixth Form

## **APPENDIX 2: Waddesdon CE School: 16-19 Bursary Fund Application**

Please complete the following form to register your son/daughter's eligibility for the 16-19 Bursary Fund. Please note that the fund is limited. Information relating to applications will be treated confidentially. Applications must be submitted in a sealed envelope to Miss Hay by the deadline specified on the letter.

### **Student details**

Surname/family name	
Student's first name(s)	
Age on 31 <sup>st</sup> August 2021	
Address	
Postcode	
Nationality and passport number	
How many years have you been resident in the UK?	

To receive payments, you ( <b>the student</b> ) must have a bank account in your own name that will accept BACS payments. If you don't have one, you need to open one before completing this form.	
Name of Account Holder	
Name of Bank	
Branch	
Sort Code	
Account Number	
Roll Number	

### **STEP 1: Please indicate into which of the three groups you fall:**

#### **GROUP 1: STUDENT FROM A VULNERABLE GROUP**

<b>I am eligible to apply for the 16-19 Bursary Fund as I am a student in a 'vulnerable group'. I am:</b> (please tick)	
<input type="checkbox"/>	A young person who is in care
<input type="checkbox"/>	A care leaver
<input type="checkbox"/>	Receiving Income Support, or Universal Credit because I am financially supporting myself or financially supporting myself and someone who is dependent on me and living with me such as a child or partner
<input type="checkbox"/>	Receiving Disability Living Allowance or Personal Independence Payments in my own right as well as Employment and Support Allowance or Universal Credit in their own right
<b>I live in a household with a gross annual income of:</b> (please tick)	
<input type="checkbox"/>	Up to £16,190
<input type="checkbox"/>	Up to £24,000
<b>I am attaching the following evidence</b> (e.g. an official Social Services letter) to support my application:	

**GROUP 2: STUDENT WITH A GROSS HOUSEHOLD ANNUAL INCOME OF UP TO £16,190**

I wish to apply to the 16-19 Bursary Fund. I am eligible because I: (please tick)	
<input type="checkbox"/>	Live in a household with a gross annual income of up to £16,190
I am attaching the following evidence (e.g. Inland Revenue Tax Award letter or last 3 months of Universal Credit Award Notices) to support my application:	

**GROUP 3: STUDENT WITH A GROSS HOUSEHOLD ANNUAL INCOME OF UP TO £24,000**

I wish to apply to the 16-19 Bursary Fund. I am eligible because I: (please tick)	
<input type="checkbox"/>	Live in a household with a gross annual income of up to £24,000
I am attaching the following evidence (e.g. Inland Revenue Tax Award letter or last 3 months of Universal Credit Award Notices) to support my application:	

**STEP 2: Please indicate your financial need.** Tick the relevant box(es). The more details you provide, the better assessment we can make about your financial needs. If you are able to provide receipts in advance (e.g. copy of a bus pass receipt, screen shot of an Amazon textbook order etc.), it is very helpful.

<b>Transport</b>	<b>Books</b>	<b>Equipment</b>
Distance travelled to school:	Subject(s):	Items:
Cost (weekly or annual):	Costs:	Costs:

Please note that you have to apply to the 16-19 Bursary Fund at the beginning of each academic year and you cannot be guaranteed the same bursary amount each year. Good attendance (90%+) and a positive Attitude to Learning (at least a score of 3 per subject) are also essential requirements to receive the bursary.

**Receipts must be kept and submitted for all services/items bought using funds from the Bursary for our auditors; please submit these to the Finance Office in an envelope with the student's name on the front. We cannot release the next instalment of the bursary, if receipts are not up to date.**

**Declaration:** I declare that the statements made on this form are true to the best of my knowledge. I undertake to inform the school in writing of any changes to my financial circumstances.

Signed (student):		Date:	
Signed (parent/carer):		Date:	