

# The Hemel Hempstead School



<b>Policy C55</b>	<b>16-19 Bursary fund (Sixth Form)</b>	
Approved by: The Full Governing Body	Adopted: January 2021	Policy delegated to: Headteacher, to be internally reviewed as and when required

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## 1. Aims

Our school aims to:

- Have clear and transparent processes for the use and allocation of 16 to 19 bursary funds
- Make clear to parents and students the type of support which is available and the means of applying for it

## **2. Guidance**

This policy is based on advice from the Education and Skills Funding Agency (ESFA) and will be updated by the school to the latest bursary fund guidance from Department for Education (DfE).

## **3. Definitions**

The 16 to 19 Bursary Fund Guide defines 'in care' as 'Children looked after by a local authority on a voluntary basis (section 20 of the Children Act 1989) or under a care order (section 31 of the Children Act 1989) - Section 22 of the Children Act 1989 defines the term 'looked after child'.

A 'care leaver' is defined as 'a young person aged 16 and 17 who was previously looked after for a period of 13 weeks consecutively (or periods amounting to 13 weeks), which began after the age of 14 and ended after the age of 16'; or 'a young person aged 18 or above who was looked after prior to becoming 18 for a period of 13 weeks consecutively (or periods amounting to 13 weeks), which began after the age of 14 and ended after the age of 16'.

## **4. Roles and responsibilities**

### **4.1 The Governing body**

The governing body has overall responsibility for approving the 16 to 19 bursary fund policy, but can delegate this to a committee, an individual governor or the Headteacher.

The governing body also has overall responsibility for monitoring the implementation of this policy.

In our school, responsibility for approving the 16 to 19 bursary fund policy has been delegated to the Headteacher.

In our school, monitoring the implementation of this policy has been delegated to the Assistant Headteacher i/c of Sixth Form with support from the Head of Sixth Form and the KS5 Pastoral Manager.

### **4.2 The Headteacher**

The headteacher is responsible for ensuring staff are familiar with the 16 to 19 bursary fund policy, and that it is being applied consistently.

### **4.3 Staff**

Our staff are responsible for implementing the 16 to 19 bursary fund policy consistently.

The senior leadership team will provide staff with appropriate training in relation to this policy and its implementation.

### **4.4 Parents**

Parents are expected to notify staff or the Headteacher of any concerns or queries regarding the 16 to 19 bursary fund policy.

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## 5. How we use the bursary fund

Support is available to eligible students from the 16 to 19 bursary fund. See section 6 below for details of our eligibility criteria.

The fund is intended to support students aged 16 to 19 in overcoming specific barriers to participation so they can remain in education.

- We use the fund to provide students with support to fund:

Transport

- o Books o

Equipme

nt

- o Field trips and other course-related costs
- o The costs of attending university interviews and open days

## 6. Eligibility criteria

### 6.1 Age

- To be eligible:
  - o A student must be aged 16 or over but under 19 at the start of the academic year.
- Students 19 or over must either:
  - o Be continuing on a study programme they began aged 16 to 18, or o Have an Education, Health and Care Plan (EHCP)

### 6.2 Eligible education provision

- Students must be participating in provision that is subject to inspection by a public body that assure quality (e.g. Ofsted). The provision must also be either:
  - o Funded directly by ESFA or by ESFA via a local authority
  - o Funded or co-financed by the European Social Fund
    - o Publicly funded and lead to a qualification (up to and including level 3) accredited by Ofqual or on the ESFA list of qualifications approved for funding 14 to 19
    - o In a 16 to 19 traineeship programme
    - o Non-employed and participating in a Prince's Trust Team Programme
- Students are not eligible if:
  - o They are on an apprenticeship programme
  - o Are on any waged training
- Students who are studying via distance learning may need infrequent financial help (e.g. travel to exams), if this is the case we will provide support in-kind (e.g. a travel pass)

### **6.3 Residency**

Students must meet the residency criteria in the [ESFA funding regulations for post-16 provision](#).

### **6.4 Asylum seekers**

- Those under 18 with an adult relative or partner and those aged 18 and above:
  - Are entitled to education
  - Are not entitled to public funds

Can apply to the Home Office for suitable housing and cash for essentials

We will provide in-kind support such as books, equipment and a travel pass to asylum seekers who have not had asylum refused.

- Unaccompanied children:
  - Are the responsibility of the local authority
  - Are to be treated as 'looked after' children
  - Are eligible for a bursary for vulnerable groups

When these students reach 18 we will consider their immigration status. They will still be eligible for a bursary if the asylum claim is in their favour and will be treated as a 'care leaver' until they reach the upper age limit.

### 6.5 Bursaries for young people in defined vulnerable groups

Students who meet one of the following 4 criteria below, in addition to the above age and residency criteria, can apply for a bursary for vulnerable groups of up to £1,200 per year.

- The defined vulnerable groups are students who are:
  - In care (those who are privately fostered are **not** classed as looked after)
  - 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

We will look at individual cases for these students, based on needs. Students will only receive the amount they actually need to participate and not automatically receive £1,200 if they do not need the full amount.

Students eligible for bursaries under this category will be given a pro rata bursary if their study programme lasts for less than 30 weeks.

- We will obtain the following **proof of eligibility** for vulnerable groups:
  - 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. The evidence could be a letter or an email but must be clearly from the local authority
  - For students in receipt of Income Support or Universal Credit, a copy of their Income Support or Universal Credit 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

- o For students in receipt of Universal Credit (UC), a tenancy agreement in the student's name, a child benefit receipt, children's birth certificates, utility bills etc.

For students receiving UC/Employment and Support Allowance and Disability Living Allowance and Personal Independence Payments, a copy of their UC claim from DWP (UC claimants should be able to print off details of their award from their online account). Evidence of receipt of Disability Living Allowance or Personal Independence Payment, must also be provided

## 6.6 Discretionary bursaries

- In assessing an application for a discretionary bursary, we will consider:
  - o Level of household income
  - o Distance to travel between the student's home and the institution
  - o The number of dependent children in the student's household
  - o Whether the student has additional responsibilities that may mean they need extra help
- To assess household income, we will ask to see:
  - o Proof of benefits letters
  - o Tax credit award notifications
  - o P60s
  - o Pay slips
  - o Bank statements covering a certain period (e.g. the last 3 months)
  - o Universal Credit award notices (e.g. the most recent 3)

## 7. Payment

### 7.1 Process

Payments are made using the following process:

- o In-Kind payments, such as travel passes or vouchers for meals or books
- o Payments by BACS transfer to the student's bank account

Applications should ideally be submitted before the end of September at the start of each academic year to make sure enough time is allocated to assess the overall level of demands and make discretionary awards on a fair basis. This date will be clearly stated on the application form. However, as students' circumstances may change, the application process will remain open for the whole school year.

### 7.2 Conditions for the receipt of bursary payments

Payments are conditional on students meeting the following conditions in relation to their standards of attendance and behaviour:

- o Overall attendance above 90%.

- o Following our Sixth Form code of conduct and behaviour expectations.

All students are required to sign a declaration confirming that they agree to these conditions.

Students who fail to meet these conditions may have their payment withheld.

We will consider the impact on attendance that might be caused by illness, caring responsibilities or other exceptional circumstances.

We will stop payments where students have been absent for a period of 4 continuous weeks or more (excluding holidays, or if there is evidence that the student intends to return).

As much as possible, we will avoid sanctioning a student to the extent that their bursary funding had been stopped for a whole term.

We reserve the right to take back money from students where it is not spent for the reasons it was awarded.

We will consider the impact of such an action on the individual student before taking a final decision to do so.

### **8. Monitoring arrangements**

This policy will be reviewed by the Head of Sixth Form and/or LT link annually. At every review, any changes to the policy will be agreed by The Headteacher.

### **9. Application Form**

All students are required to complete and sign an application form (see Appendix 1) at the start of each academic year. This is in case of any changes to personal or financial circumstances.



# The Hemel Hempstead School

## 16 – 19 BURSARY APPLICATION FORM

The 16-19 Bursary Fund is intended to help students with their actual costs of participating in further education at KS5 at The Hemel Hempstead School in our Sixth Form. It provides financial support to help students overcome the specific barriers to participation they face so they can remain in education. The bursary fund is not intended to provide learning support (e.g. counselling or mentoring) or to support extra-curricular activities where these are not essential to the students' study programme. The bursary fund does not support general household incomes.

Students can apply for discretionary bursary or bursary for defined vulnerable groups. We assess the needs of individual students when awarding bursary funding. No student will automatically be awarded a set amount of funding without an assessment of the level of need they have.

Please complete all details in full as your application cannot be considered without all the required information. If information is entered incorrectly or appropriate documentation isn't provided then your application will not be considered. **Please Note: Completing this form does not guarantee you a Bursary or a Discretionary Bursary. Students who meet the criteria for bursaries for vulnerable groups are not automatically entitled to a bursary if they do not have financial needs and/or their financial needs are covered from other sources.**

Institutions must base all decisions about which students receive a discretionary bursary and how much bursary they receive on each student's individual circumstances and their actual financial need. These will vary from student to student, depending on, for example, eligibility based on household income, and actual financial need such as the distance they need to travel to the institution and the requirements of their study programme.

Full Name: .....

Form: .....

Date of Birth: .....

Address:

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..

Postcode: .....

Email:.....

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Telephone: Home ..... Mobile  
 .....

Please give the full details of the courses you are studying. Please include the name of the subject and any specific equipment, resources or other requirements (e.g. curriculum trips) to complete the programme of study.

A Level      AS Level      NCFE      CTEC      Other (please specify)

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**THE DEFINED VULNERABLE GROUPS OF STUDENTS**

**Please tick if any of the following apply to you (the student, not parents/guardians).**  
 (proof required eg letter from local authority)

Currently in care*	
Recently left care**	
In receipt of Income Support or Universal Credit because you are financially supporting yourself or financially supporting yourself and someone who is dependent on you and living with you such as a child or partner.	
In receipt of Disability Living Allowance or Personal Independence Payments in your own right as well as Employment and Support Allowance or Universal Credit.	

\*The 16 to 19 Bursary Fund defines 'in care' as 'Children looked after by a local authority on a voluntary basis (section 20 of the Children Act 1989) or under a care order (section 31 of the Children Act 1989) - Section 22 of the Children Act 1989 defines the term 'looked after child'.'

\*\*A 'care leaver' is defined as 'a young person aged 16 and 17 who was previously looked after for a period of 13 weeks consecutively (or periods amounting to 13 weeks), which began after the age of 14 and ended after the age of 16'; or 'a young person aged 18 or above who was looked after prior to becoming 18 for a period of 13 weeks consecutively (or periods amounting to 13 weeks), which began after the age of 14 and ended after the age of 16'.

<b>Please tick if your parents/carers are currently in receipt of any of the following (proof required)</b>	
Income Support or Income-based Job Seeker's Allowance.	
Income-related Employment and Support Allowance.	
Child Tax Credit with taxable income of no more than £16,190 per household, and not in receipt of Working Tax Credits.	
Pension Credit (Guarantee Credit).	
Support under Part VI of the Immigration and Asylum act 1999.	
Child Tax Credit, payable at a higher than the family element, i.e. more than £545.00.	
Working Tax Credit, Housing Benefit or Council Tax Benefit (not including second adult rebate).	
Total Household income under £31,008 per year.	

**If the parent/carer that you live with is self-employed, and you are having financial difficulties and wish to register with the scheme, please provide a letter to explain your financial position.**

You will need to send current/most recent copies of the following documents as evidence to support your application:

- **3 most recent Universal Credit monthly award statements.**
- Income Support or Income Based Jobseeker's Allowance letter – this must be dated within 28 days of your application;
- Or your HM Revenue and Customs Tax Credit award notice (TC602);

- Or other welfare benefit such as Housing Benefit, Council Tax Benefit or Pension Credit;
- Or proof of your asylum seeker status;
- Or P60
- Or SA302 form, with a copy of certified accounts (if you are self-employed).

**Declaration**

I / We declare that the information given above is true and correct to the best of my /our knowledge and that the school has the discretion to withdraw any funding if information is found to be misleading or false. I / We will inform the school immediately of any changes to my / our financial circumstances.

**I / We agree to the conditions set by the school regarding attendance, punctuality, behaviour and standard of work.**

**Student signature:** ..... **Dated:**  
 .....

**Parent / Carer signature:** ..... **Dated:**  
 .....

**Parent/Carer name in capitals:** ..... **Contact No:**  
 .....

**Students and their families should be made aware that giving false or incomplete information that leads to incorrect/overpayment may result in future payments being stopped and any incorrectly paid funds being recovered. They should also be informed that this might result in a referral to the police with the possibility of the student and/or their family facing prosecution.**

**FOR OFFICE USE ONLY**

Date received: .....

- 16-19 Bursary Fund Checklist (see below) completed.
- Approved

Declined

Date: .....  
.....

Signed:

## **FOR OFFICE USE ONLY**

### **16 to 19 Bursary Fund checklist**

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

#### **Eligibility: All Bursaries**

- 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**

- 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.
- 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**

- 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. **Block, blanket or flat rate payments are not permitted – the bursary award should reflect the actual costs the student has.**
- ❑ 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.