



Kingsdale Foundation School Sixth Form

16-19 Bursary Fund 2017-18 Policy Statement

What is the 16-19 Bursary Fund?

The Bursary fund is made available from the government through its funding body, the Education and Skills Funding Agency (ESFA) for 16-18 year olds. The fund is designed to support those young people who face the greatest barriers to continuing in education post-16.

The fund has two parts: the **Enhanced Bursary** for young people in particular categories and the **Discretionary Bursary** for young people facing financial barriers to participation. These funds can be used by students to help pay towards the costs related to studying in full time education, such as transport, meals, University Open Days & Interviews, as well as books and equipment.

Who can apply for 16-19 Bursary Funding?

- To be eligible for a bursary award, a student must be aged between 16 and 18 years on 31st August 2017 **or**
- Be aged 19 or over at 31 August 2017 and have an Education, Health and Care Plan (EHCP) (Discretionary bursary only) **or**
- Be aged 19 or over at 31 August 2017 and continuing on a study programme they began aged 16 to 18 ('19+ continuers') – (Discretionary bursary only)

Students must also meet the residency criteria in the ESFA 2017 to 2018 academic year funding regulations for post-16 provision and be participating in provision that is subject to inspection by a public body which assures quality (such as Ofsted). The provision must also be either funded directly by ESFA or by ESFA via a local authority. Kingsdale Foundation School Sixth Form satisfies these requirements.

Students who are under 16 years of age and over 19 years of age on 31st August in the academic year in which a programme of study commences are not usually eligible for Bursary Funding, although they may be eligible for other awards or an exceptional award (*please ask Mrs Cowling for further information*).

Students who turn 19 during their programme of study can continue to receive any bursary award until the end of the academic year in which they turn 19, or to the end of their programme of study, whichever is sooner.

Students who are over 19 years of age of the 31st August 2017 and do not satisfy the additional requirements above, are not eligible for a 16-19 bursary. More information can be obtained via www.gov.uk/discretionary-learner-support or by speaking to Mrs

Cowling in the Attendance Office. No students aged 19 or over are eligible to receive a vulnerable bursary.

Students must satisfy the general eligibility to study criteria for post-16 education and will need to provide evidence regarding this before any award can be made. This would normally be supplied and verified during the Year 12 enrolment or Year 13 transition process.

In addition awards for the Discretionary Bursary (*see below*) are based on the household income of the student applying. Please be advised that the household income is calculated with reference to each parent/carer/guardian registered by the school as living in the same abode as the student. For instance, if there are two parents/carers/guardians living in an abode with a student, then evidence must be provided relating to the income of **both adults**.

The Enhanced Bursary (*known as the Vulnerable Bursary*)

The following nominated groups are eligible to receive an Enhanced Bursary of £1,200 per academic year:

- *Students in public care, including unaccompanied asylum-seeking students*
- *Students who are care leavers (See Note 1)*
- *Students who receive Income Support or the equivalent Universal Credit (UC) in place of Income Support in their own right, i.e. in their own name*
- *Students who receive both Employment and Support Allowance or Universal Credit and Disability Living Allowance (or the new Personal Independence Payments) in their own right, i.e. in their own name*

Kingsdale Sixth Form will work closely with other agencies to help identify those students who may be eligible for the Enhanced Bursaries. Students can also complete an application form themselves for consideration (*see below*). Kingsdale Foundation School is committed to maintaining the confidentiality of any personal information shared with us as part of any bursary application. Details of how and why we shared information are provided on the Privacy Notice issued at Year 12 Enrolment and Year 13 Transition meetings.

Students who apply for an Enhanced Bursary will need to supply evidence of eligibility as appropriate before payments are made. For instance, this might include a letter from the Department of Work & Pensions that a student is entitled to specified benefits in their own name or a letter from a Local Authority confirming that a student is looked after or is a care leaver.

Vulnerable bursary applicants are asked to note In some cases a young person might be eligible for a vulnerable bursary because they are in one or more of the defined vulnerable groups, but their financial needs are already met and/or they have no relevant costs. If a student, or the student's parents, still wants to claim a vulnerable student bursary, Kingsdale Foundation School will consider the particular circumstances in each case and assess whether no bursary should be awarded (because the student has no financial needs) or to award a reduced amount of bursary (because the financial help needed is limited).

In these instances, Kingsdale Foundation School will explain to all parties the aim of bursary funding and why no bursary is being awarded or why a reduced bursary is being paid.

For the sake of clarity, vulnerable bursary applicants should note that there is possibility of no award, or a limited award, of the vulnerable bursary being the outcome of an application.

Cash payment awards are made in ten (Year 13) or eleven (Year 12) instalments directly to the student across the academic year. In-kind awards are provided as appropriate throughout the academic year.

Students who believe that they are eligible for an Enhanced Bursary Award, are asked to complete the Bursary Application Form (*available from the main School Office, the Sixth Form Office and the Attendance Office, or on the school website www.kingsdalefoundationschool.org.uk*) and submit it for the attention of Mrs Cowling along with the relevant evidence. Deadlines for applications are listed below.

Parents of students applying for Employment and Support Allowance in their right are reminded that should their child's application for ESA be successful, they will no longer be entitled to claim Child Benefit.

The Discretionary Bursary

Discretionary Bursaries are aimed at students who would find it difficult to stay in education without financial help for items such as transport costs (subject to Local Authority annual arrangements), meals, books, equipment, university visits, careers fairs, work experience costs, clothing required for school, or other approved educational related costs.

The level of support that the Sixth Form can offer will depend on the individual circumstances of the student as well as the overall level of funding received by the Sixth Form.

How does Kingsdale Foundation School Sixth Form assess applications and allocate Discretionary Bursary awards?

Household income is one of the criteria which is used to assess student applications for Discretionary Bursary Awards. A student must have a **household** income of less than £23,500 per year to be eligible for a Discretionary Bursary Award.

Please be reminded that the household income is calculated with reference to each parent/carer/guardian registered by the school as living in the same abode as the student. **For instance, if there are two parents/carers/guardians living in an abode with a student, then evidence must be provided relating to the income of both adults.**

The actual amount awarded will be dependent on the individual circumstances of the student and will therefore consider other factors, including individual need, distance to travel to and from school, the number of dependent children in the household and any additional responsibilities the applicant might have, such as being a Young Carer. Each award will be made on a case-by-case basis.

In the case of assessing an application from a student who might be a Young Carer, Kingsdale will consider whether the student has had a Young Carers Assessment.

Students who believe that they are eligible for a Discretionary Bursary Award, are asked to complete the Bursary Application Form (*available from the main School Office, the Sixth Form Office and the Attendance Office*) and submit it for the attention of Mrs Cowling along with the relevant evidence.

To allow for an assessment of eligibility for an award, students will need to submit at least one of the following types of evidence to indicate household income:

- A P60
- Income Support/Universal Credit award letter

- *Full TCAN notice*
- *Self-employed earning (Official Tax Return)*
- *Other benefits/pension award letter*
- *Wage slips (3 months most recent wage slips)*

Students will also need to indicate clearly on the application form the level of assistance they will require in each area, e.g. travel, food, equipment etc. Students should note that incomplete returns in this section may result in less funding being awarded.

Payments are made directly to students in ten (*Year 13*) or eleven (*Year 12*) instalments (*usually in the third week and last week of each half term*) across the academic year, in arrears. Dates of payments are available from Mrs Cowling in the Attendance Office.

Where appropriate, Discretionary Awards may be paid 'in kind', i.e. the purchase of materials by the school, e.g. course books that are provided to the student, a daily lunch in the school canteen or a subsidy for a university open day visit.

Students who apply for a Bursary Award will usually be invited to meet with a member of staff to discuss their application in person. This is usually required where further information is needed to tailor any award to the exact circumstances of the student. This discussion is held in professional confidence.

Any payment withheld may be backdated at the next payment should the situation that led to a withholding of funds be rectified.

Students may apply for a discretionary bursary more than once during the academic year, particularly if their circumstances have changed. Once an additional application is received, a one to one interview will be arranged with the applicant to discuss in confidence, any exceptional circumstances which need to be considered and which may affect an award.

Application Process and Payments

Application forms for the 2017-18 academic year will be available **from 1st July 2017** and specifically on Thursday **24th & 25th August 2017** at Year 12 Enrolment. They will be available subsequently from the main School Office, the Sixth Form Office and the Attendance Office, or via our website. Completed forms should be handed into Mrs Cowling in the Attendance Office.

The first wave deadline for applications for the 2015-16 academic year is **Friday 22nd September 2017**, which should be submitted along with the required evidence.

Forms completed as late or in-year applications, should be submitted by the 1st day of the next month for consideration. Such applications are considered on a rolling basis.

All eligible bursary applications made before the deadline will be back dated to the start of the school term.

Bursary payments are dependent on the individual behaviour and attendance of the student which will be monitored and assessed before payments are made. The attendance threshold for bursary payment release is 90%, i.e. students must have an ongoing average attendance of 90% attendance to school before a bursary award payment is released. In deciding whether to withhold bursary award payments due to attendance issues, the school will take into account the impact of circumstances on student attendance, e.g. illness, caring responsibilities or exceptional circumstances.

Kingsdale Foundation School takes personal data security seriously. All personal information, including bank details and household earnings will be stored securely and will remain confidential.

In-year bursary applications will be considered and should be submitted to Mrs Cowling in the Attendance Office using the standard application form. All in-year applications will be considered subject to funds being available. Forms completed as late or in-year applications, should be submitted by the 1st day of the next month for consideration. Such applications are considered on a rolling basis.

Once awarded, payments are made directly to students in ten (*Year 13*) or eleven (*Year 12*) instalments (*usually in the third week and last week of each half term*) across the academic year, in arrears. Dates of the payment schedule for any award made are available from Mrs Cowling in the Attendance Office.

Notification of the status of an application

All students who apply for a Bursary Award will receive notification of the outcome of their application by letter. Where an application is successful, the amount to be awarded, or the nature of any 'in kind' payments will be provided.

Where applications have not been processed due to insufficient evidence provided by the student, a letter will be sent requesting further supporting information.

Conditions

The application form for an Enhanced or Discretionary Bursary Award requires the student to confirm that payments may be withheld or adjusted if students do not comply with the criteria relating to attendance and punctuality as follows:

- *A minimum of 90% attendance and 0% unauthorised absence in the relevant period, i.e. between payment instalments, to the Sixth Form*
- *A minimum of 90% punctuality in the relevant period, i.e. between payment instalments, to the Sixth Form*

In addition, payment may be withheld or adjusted if the following conditions are met by the student:

- *2 or more recorded incidences in the relevant period, i.e. between payment instalments, of a student being in breach of the School Code of Conduct, including the School Uniform Code*
- *A student is placed on report for behaviour reasons*

Any payment withheld may be backdated at the next payment should the situation that led to a withholding of funds be rectified.

Free School Meals (FSM)

Free School Meals are available for Sixth Form students who meet the criteria for eligibility. Further information and an application form can be obtained from Mrs Cowling in the Attendance Office.

Students who are in receipt of Free School Meals may also apply for a Bursary Award.

Further Information and Queries

The Bursary Fund is overseen by Mrs Cowling who is based in the Attendance Office in the main Atrium. Please contact her directly for any queries relating to applications and the

distribution of awards made. Mrs Cowling can also assist students with information relating to Free School Meal applications.

If Mrs Cowling is unavailable, please see Mr Sear, Deputy Headteacher.

Email: attendanceoffice@kingsdale.southwark.sch.uk – Mrs Cowling

Appeals and Complaints

Students have the right to appeal if they believe that their application has been assessed incorrectly or if they are unhappy with the award made, or if they are unhappy with a withheld payment decision.

In the first instance, students should contact the Clerk to the Senior Management Team within fifteen working days of being informed of the decision. Appeals that are received outside of this window cannot normally be considered.

Any appeal will usually be assessed within fifteen working days of receipt of the appeal. The appeal will be considered and a ruling made on the appropriateness of the decision, confirming or amending it as is fitting. Students will be advised of the decision and any action taken.

The decision will be final.

Data Protection and Fraud Prevention

Kingsdale Foundation School will treat your application for a Bursary Award in line with our procedures for the confidentiality and protection of personal information.

Applicants are advised that as part of our auditing processes, copies of evidence provided in support of applications will be retained securely.

Students are advised that Kingsdale Foundation School and the EFA are registered under the Data Protection Act 1998.

Please be advised that Kingsdale Foundation School reserves the right to pass on information to the relevant agencies, including the ESFA and the Police, relating to cases where it believes applications have been made using deliberately false or fraudulent information/evidence.

APPENDIX 1

The 16-19 Bursary Support Fund

Frequently Asked Questions

What is the 16-19 Bursary Support Fund?

The Government, through the Education and Skills Funding Agency (ESFA) has set aside money for post-16 providers to give to young people who may need financial support to help them stay on in higher education or training. This is called the Bursary Support Fund.

This fund could help you with any education-related costs that might arise as a result of you study at post-16. This could include essentials like meals during the day, or getting to an from the Sixth Form on public transport. It could also help with buying books or equipment for your course or to pay for educational visits and trips to open days at universities.

How much will I get?

There are two types of bursaries:

- **Enhanced Bursary (*also known as the Vulnerable Bursary*)** – you could receive up to £1200 if you meet certain criteria (see statement)
- **Discretionary Bursary** – the amount awarded depends on individual student circumstances based on the details provided on the application form and evidence of household income.

How do I apply?

Application forms are available from the main School Office, the Sixth Form Office and the Attendance Office and should be completed and submitted by Friday 22nd September 2017.

In-year applications are considered and should be submitted to the Attendance Office by the 1st of each month.

Where can I get further help and advice?

Your Head of Learning can provide additional advice on finance matters, along with Mrs Cowling in the Attendance Office. Please be reassured that all discussions will be in professional confidence.

How will my Bursary Award be paid?

Bursary Awards are paid in ten or eleven installments directly to students. Students will need to have a bank account in their own name. The dates of the payments can be obtained from Mrs Cowling in the Attendance Office.

I don't have a bank account – does this mean I can't get a Bursary?

Students must have their own current account with a bank or building society.

What are the circumstances where a payment might be adjusted or withheld?

The most common reason for a withheld or adjusted payment is that a student's attendance to the Sixth Form has fallen below the 90% threshold or that an unauthorized absence has been recorded. Similarly, poor punctuality to lessons which results in students missing substantial sections of a class, or behavior which results in a student being placed on report, can also affect payments.

We will always try to take into account factors or circumstances which might affect attendance and lead to non-payment of bursary installments. Please make sure that you speak to your Head of Learning or Mrs Cowling should you find yourself in this position.

I received a Bursary last year, do I need to apply again?

Yes. Students must apply each year.

What happens if my household financial circumstances change during the course of the year?

You must inform us of any changes that affect your household income as this could affect your Bursary Award.

Will everyone know I receive a Bursary Award?

No. Kingsdale Sixth Form will keep your application and personal details confidential in line with our published data protection statement (known as the Privacy Notice).

I have received a letter asking me for more information. What does this mean?

Bursary Awards can only be made where the student provides the evidence to show that they are eligible. Letters are sent to students requesting more information where insufficient evidence has been provided. Please see Mrs Cowling in the Attendance Office for more information.

I have not been made an award and I am not happy. What can I do?

Please see the Bursary Award Fund statement (attached) which explains what you can do in this situation.

APPENDIX 2

Note 1

Defining in care and care leavers

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 of 13 weeks), which began after the age of 14 and ended after the age of 16