



Pendle Community High School & College Post 16 Bursary Policy

Introduction

The 16 to 19 Bursary Fund was introduced in the 2011 to 2012 academic year. It is money the government has given to local authorities, schools, colleges and other education and training providers (institutions) to give to disadvantaged students. Its purpose is to provide financial support to help students overcome specific barriers to participation, so they can remain in education. College will assess the actual financial needs of individual students when awarding bursary funding and the actual essential costs of participating. Both types of bursary funding are designed to help students overcome the individual financial barriers to participation that they face, and college will ensure the funds go to those who genuinely need them. No student is automatically awarded a set amount of funding without an assessment of the level of financial need.

Please note: *Students should only receive the amount they actually need to participate, and institutions must not automatically award students £1,200 if they do not need the full amount.*

There are 2 types of 16 to 19 bursaries:

- a vulnerable bursary of up to £1,200 a year for young people in one of the defined vulnerable groups
- discretionary bursaries that institutions award to meet individual needs. For example, transport, meals, books and equipment.

Education institutions are responsible for managing both types of bursary.

The Vulnerable Student Bursary – (VSB)

The eligible groups are students who are:

- 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 that to qualify as eligible for a vulnerable student payment the young person does not have to live independently of their parents; they can claim ESA or UC in their own right. **Parents should note that they will not be able to claim Child Benefit for them if the young person's claim for ESA succeeds.**

- Pendle Community High School & College may decide that although a young person may be eligible for a bursary because they are in one or more of the defined vulnerable groups, they do not have any **actual financial need** and so do not need support from the scheme. For example, their financial needs are already met and/or they have no relevant costs, i.e. a student in local authority care whose educational costs are covered in full by the local authority.

The vulnerable bursary is payable for each academic year the student is in education or training, as long as they continue to meet the eligibility criteria of the scheme.

The Discretionary Student Bursary – (DSB)

A DSB is awarded to meet individual needs of a student under exceptional circumstances. They are targeted on overcoming the individual barriers to participation a student faces and are for whatever amount is deemed necessary to do this and ensure funding reaches those students who are most in need of financial support.

It is up to the College to decide which students will receive a discretionary bursary and how much they will receive. However, the bursary will be targeted at students who cannot stay in education without financial help for things like:

- **Field Trips** –any field trip that relates to a course being taken. No additional subsidies will be available.
- **Specialist clothing.**
- **Educational IT Equipment and software** eg laptop or tablet – the school can purchase/provide this item on your behalf if required for exceptional circumstances.
- **Transport** – we will reimburse the cost of either a weekly or monthly season ticket or, where possible we will purchase on your behalf.
- **Stationery** – the school will order on your behalf.
- **Books** – the school will order these on your behalf.
- **Residential visits and interviews** – see Charging and Remissions Policy.
- **School meals** – a set amount up to the value of the bursary will be agreed and we will notify you once this has been used.

Bursary Eligibility

To be eligible to receive a bursary you must be aged under 19 on 1 September in the academic year in which you start your programme of study. All students applying for a bursary will need to have their own bank account, **if they do not you must state why on the application form.**

Eligible students will receive a bursary up to £1,200 (figure based on assessed need), which is dependent on meeting agreed attendance, progress and behaviour criteria. You could receive a bursary to help with education-related costs if you're aged 16 to 19 and:

- studying at school or college (not university) in England
- on a training course, including unpaid work experience

You could receive a DSB if you need financial help but don't qualify for a VSB. Students can apply more than once if their circumstances change. If this happens students are reassessed and determine if there are any exceptional circumstances which need to be taken into account. The criteria for awarding discretionary bursaries are:

- free school meal take-up in year eleven, or
- free school meal entitlement in year eleven and twelve (ie the young person is entitled to free school meals but has not taken up the offer).

College can decide to award a reduced bursary or no bursary at all, an explanation of the decision to all relevant parties will be sent and how much bursary they receive will be based on each student's individual circumstances and their actual financial need.

The Application Process

All students wishing to be considered for a bursary will need to complete an application form. These are available online on our website. If the student is unable to apply themselves parents/carers will be asked to complete the application form. If further help is needed to complete the application form this will be provided by the **School Business Manager by appointment.**

Please note only in special circumstances can the bursary be paid into the Parents/Carers bank accounts. It is expected that the student has their own bank account to have the money paid into.

Applications will only be considered on receipt of a signed application form as shown at Appendix 1.

Applications may be made at any time but will be subject to funding available.

The school reserves the right to purchase items in order to provide immediate support to individual bursary students. This may include spare uniform, additional school trips or unforeseen pastoral needs. Any unused items will be made available to the following year's bursary students.

Evidence

College will need proof that students are eligible and will retain any evidence requested e.g. for students in receipt of qualifying benefits, we ask for a letter from the DWP stating which benefit the young person is entitled to; also for students who are in care or a care leaver, written confirmation, is requested, of the young person's current or previous looked-after status from the relevant local authority. **Students must receive these benefits in their own right to be eligible for a vulnerable student bursary.** All evidence received will be stored and deleted within the guidelines of the new GDPR arrangements.

Decision Making

The Deputy Headteacher (Post 16) and the School Business Manager make the final decision.

Payment Process

All payment of bursaries are made on the basis of satisfactory attendance and behaviour.

The thresholds for the VSB are as follows:

- Students must have attended at least 6 sessions per week (out of a maximum of 10) to be authorised and claim a payment. Consideration will be given to attendance that might be caused by illness, caring responsibilities or other exceptional circumstances.
- Students must not have **any unauthorised absence** within the week, otherwise no payment is due.
- Work experience – if completed the bursary is paid for the 2 weeks of work experience.
- Students on residential trips will be deemed to be educated offsite and will receive the bursary payments.

Payments to students who qualify under VSB will be paid at the end of each term by BACS payment directly into their bank account. **It is the responsibility of the student, parent or carer to check that the amount has been received.**



Pendle Community High School & College 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) and where students have made a decision to withdraw from a study programme. Pendle Community High School & College can also take money back from students if they have not spent it for the reasons it was awarded to them.

Receipt of bursary funding does not affect receipt other means-tested benefits paid to families, such as Income Support, Jobseeker's Allowance, Child Benefit, Working Tax Credit and Housing Benefit.

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

Appeals Process

Any appeals or complaints will be considered in line with the school's existing complaints procedure.

Policy approved by governors:	June 2023
Review Date:	June 2024
Signed: T Ashton, Chair of Governors	
Signed: D Grogan, Head Teacher	

Appendix 1

Application Form for the 16-19 Bursary Fund

Student's Details

Name:

Home Address

Post Code

Daytime Telephone Number

Date Of Birth

Bank Account Details

(Please note payments can only be made to an account held in the name of the student unless a genuine reason has been given in the box at the bottom of this page)

Full Name of Account Holder

Branch Sort Code

Bank Account Number

Bank Address (branch where
account is held)

Post Code

Comment (i.e. the reason the student does not have own bank account):

Complete section 1 or 2 depending on your circumstances

<p><u>VSB (Vulnerable Student Bursary)</u></p> <p>A bursary of £1200 for students who are either:</p> <ul style="list-style-type: none">• 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	<p>Please tick as appropriate</p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
<p><u>DSB (Discretionary Student Bursary)</u></p> <p>A bursary in kind for students who either:</p> <ul style="list-style-type: none">• had free school meal take-up in year eleven, or• have free school meal entitlement in year eleven and twelve (ie the young person is entitled to free school meals but has not taken up the offer). <p>Examples of in kind bursaries:</p> <ul style="list-style-type: none">• Field Trips –any field trip that relates to a course being taken. No additional subsidies will be available.• Specialist clothing.• Educational IT Equipment and software eg laptop or tablet – the school can purchase this item on your behalf.• Transport – we will reimburse the cost of either a weekly or monthly season ticket or, where possible we will purchase on your behalf.• Stationery – the school will order on your behalf.• Books – the school will order these on your behalf.• Residential visits and interviews – see Charging and Remissions Policy.• School meals – a set amount up to the value of the bursary will be agreed and we will notify you once this has been used.	<p>Please tick as appropriate</p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>

Supporting Evidence

In order to progress your application please attach any supporting documents i.e. a Universal Credit monthly award notice, where appropriate (If the student is in care and school is already aware– no supporting documents will be needed).

<p><u>VSB</u></p> <ul style="list-style-type: none"> An official letter from the Benefits Agency setting out the benefit to which the young person is entitled. Written confirmation of the young person’s current or previous looked-after status, from the local authority which looks after them or provides their leaving care service. 	<p>Please tick as appropriate</p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
<p><u>DSB</u></p> <ul style="list-style-type: none"> Applicants with exceptional circumstances will be viewed sympathetically where financial need can be evidenced. In the situation, a covering letter should be included, outlining the circumstances and providing supporting evidence. 	<p><input type="checkbox"/></p>

I confirm that the information on this application is true and accurate. Please note if the student is not able to sign this form please make sure that the parent/carer signs within the student’s signature box and prints their name clearly in the box below.

Student’s Signature:	Parent/Carer Signature:
Please Print Name:	Please Print Name:
Date:	Date:

<i>School use Only</i>	
<i>Approved:</i> <input type="checkbox"/>	<i>Declined:</i> <input type="checkbox"/>
<i>Reason:</i>	