

Guidance Notes re 16-19 Bursary Fund Applications

You are being sent this information as you have a son or daughter who will be in Year 12,13 or 14 In September 2021

What is a Bursary?

A Bursary is a grant towards the cost of a young person remaining in Post 16 Education.

There are two types of Bursary Funding Available:-

- 1. Vulnerable Bursary – N.B Please read the Eligibility for this type of bursary is strictly limited to the following groups:-**
 - Young person in Care
 - Care Leaver
 - Young Person in receipt of **both** Employment Support Allowance or Universal Credit in their own right **and** Disability Living Allowance or Personal Independence Payments in their own right.
- 2. Discretionary Bursary –** any student not in the above category may apply. This bursary is targeted towards supporting young people from low income households, who face financial barriers to remaining in education.

What can a Bursary pay for?

They can fund the costs of remaining in education or for additional therapies, examples are:-

- Books/equipment/materials/specialist clothing
- Communication aids
- Field trips and visits related to courses/cost of work experience placements and work clothing
- Travel
- School Dinners, Cooking money
- Residential
- Additional therapies e.g. Music Therapy, Riding for the Disabled

What will a Bursary not pay for? -It cannot be used towards holiday or weekend activities

How much is Bursary funding is available to students? - Vulnerable bursaries will cover up to £1200 of eligible costs. Discretionary bursaries are variable and will depend upon individual circumstances, availability of funds and number of applications, but are generally around £600.

How will it be paid?- Bursaries will be used to pay directly for goods or services wherever possible and only under exceptional circumstances will money be paid directly in to a nominated bank account.

What is the application process? - It is identified that our students do not have the capacity to make applications independently. Therefore, parents/carers and the school may liaise to complete the forms on the student's behalf. The federation is responsible for identifying Young People who are eligible for vulnerable bursary funding and will write to families that they know meet the criteria.

What information will I need to send in with my application? - Bursary funding is provided by the Education Funding Agency and schools are bound by their guidelines in administering it. We therefore must ensure that funds are used to help low income families in line with their aims, and that is why we ask for proof of household income and or benefits received. For those students who are eligible for Free School Meals, income checks have already been completed and we do not need to see evidence. For all other families applying for discretionary bursary requests, they will need to send in the latest copy of evidence of household income or entitlement to benefits. The following documents are acceptable:-

- Entitlement/award notification showing benefits received
- P60 End of year certificates for all adults in the household
- Latest Tax Credit Award notice from HM Revenue and Customs
- Self Assessment Tax Calculation (SA302)

Vulnerable Bursaries -There are exceptional cases where a young person is eligible for a vulnerable group Bursary but their financial needs are entirely catered for or there are no relevant costs e.g. in a specialist residential provision where all costs are covered. In these cases the Learn to Live Federation has the discretion to award a reduced bursary or no bursary at all.

Discretionary Awards - The school will target funding at those facing the greatest financial hardship. We will usually only consider households with a gross income below £30,000 but all applications will be considered and individual circumstances will be taken in to account. The following criteria will be used to prioritise applications: -

- Families who are in receipt of Free School Meals.
- Families who are not in receipt of Free School Meals, but are a low income household and who may receive state benefits.
- Families who may be experiencing financial hardship due to extenuating circumstances.

What happens to any equipment purchased with funding?- All equipment purchased should be returned to the school at the end of the period of study unless they are personal in nature such as clothing or specifically adapted equipment.

Decision Making and Appeals Process: - Applications will be heard by the Senior Leadership Team. Appeals will be heard by the Governors Executive Committee. Normal school procedure will apply for any complaints.

How Decisions will be communicated: - Information by letter will be sent no later than one month after the application is made and all documentary evidence will also be returned or destroyed by secure means.

What should I do if I want to apply for Bursary Funding?- Download an application form from the school website or phone the school office for one to be sent home. Complete the application form and send in via your son or daughter's transport in a sealed envelope for the attention of Lynne Williams at Bidwell Brook School.