



RVHS Sixth Form

**Roding Valley High School
16-19 Bursary Policy &
Scheme
2023 – 2024**

All details input on this form are completely confidential

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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) on the 16 to 19 bursary fund for the 2023 to 2024 academic year.

This policy complies with our funding agreement and articles of association.

3. Definitions

- 'In care' is defined 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'
- 'Care leaver' is defined as:
 - o 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**
 - o 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)

4. Roles and responsibilities

4.1 The Board of Trustees

The Board of Trustees 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 local governing board of each school 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 Director of Sixth Form.

In our school, monitoring the implementation of this policy has been delegated to the Finance 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.

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:
 - o Transport
 - o Books
 - o Equipment
 - o Field trips and other course-related costs
 - o The costs of attending university interviews and open days
 - o Lunch
 - o School clothing

On occasions books or equipment purchased will be returnable at the end of the study programme.

This list is not exhaustive and other support may be given at the discretion of the Trust. All support must be in line with the conditions of the 16-19 funding allocation.

6. Eligibility criteria

6.1 Age

- To be eligible:
 - o A student must be aged 16 or over but under 19 on 31 August 2023
- 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 assures 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:
 - o Are entitled to education
 - o Are not entitled to public funds
 - o 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 asylum-seeking children:
 - o Are the responsibility of the local authority
 - o Are to be treated as 'looked after' children
 - o 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

Funding for this bursary comes from the Student Bursary Support Service (SBSS) and is held centrally. The school will make a claim on behalf of students who meet one of the following 4 criteria below, in addition to the above age and residency criteria, and 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
 - For students in receipt of Universal Credit (UC), we must also see 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:
 - Level of household income
 - Distance to travel between the student's home and the institution
 - The number of dependent children in the student's household
 - Whether the student has additional responsibilities that may mean they need extra help
 - The requirements of their study programme
- To assess household income, we will ask to see:

Insert details of process/evidence. You might ask to see:

- Proof of benefits letters
- Tax credit award notifications

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- 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. Allocation

All decisions about which students receive a discretionary bursary and how much bursary they receive are based on each student's individual circumstances and their actual financial need. These will vary from student to student depending on the above criteria. Once it is established who will be supported, the funds will need to be divided:

- up to 5% of the fund will be held back to cover administrative costs
- Some funding will be held back for applicants who join later on in the year or whose personal circumstances change.
- The allocation to the discretionary bursary students' needs to be fair; students that apply will be assessed individually based on their actual financial need.
- If there is still money in the fund after allocation of identified students referred to above then students with higher household incomes may receive financial support. This could be in the form of the payment for specific items required (e.g. textbook or trip that is necessary for course of study).
- The allocation criteria will reflect the school's Equalities policies and codes of practice, and be endorsed by school committees.
- Where a student is required to attend a subject related trip (e.g. Geography field trip) the appropriate amount will be deducted from the allocation.
- The funding for students as defined in Bursaries for Young People in Defined Vulnerable Groups comes from the Student Bursary Support Service (SBSS) and is held centrally, so does not form part of the allocation set out above.

8. Payment

8.1 Process

Payments are made using the following process:

The school will 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, their household income, the distance they need to travel to the institution and the requirements of their study programme. The school will not make bursary fund payments as regular payments for living costs as this is out of scope of the bursary fund.

- The school will use payment in kind wherever possible e.g. course materials, travel passes and meals. Students will need to itemise their requirements, seek approval from the school prior to any purchase, where possible the school will make the purchase on the student's behalf, where this is not possible receipts must be provided as evidence.
- Where payments in kind are not possible, the school will make use of BACS transfer for payment.

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- Eligible students may receive a small amount of money each term to cover general requirements to support their learning such as stationery. This will be under the schools' discretion and must adhere to the conditions of the funding.

- Some of the money to cover an individual's curriculum-related activities such as field trips or special equipment may be held back.

Applications should ideally be submitted by 30th September 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.

8.2 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:

- ☐ High Attendance (95% - 100%)
- ☐ Following our Sixth Form code of conduct

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.

9. Monitoring arrangements

A senior manager will oversee the operation of the Bursary Fund, and establish clear monitoring of its operations through the school management structure.

This policy will be reviewed by the Senior Finance Lead every year. At every review, the policy will be approved by Trustees.

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Chelmsford Learning Partnership – 16-19 Bursary Fund Application

Prior to completing this form please read through the guidance notes. Proof of entitlement must be included when the form is returned (this must include proof of paid employment and any Working Tax Credit or Child Tax Credit).

Trust School: Roding Valley High School

Student details

Surname/ Family name	
First names	
Date of Birth	
Address	
Home phone	
Mobile phone	
E-mail address	
Courses being studied	

This application for assistance from the 16-19 Bursary Fund is made at the following level. Please tick one category

Vulnerable bursary		Discretionary bursary		Discretionary bursary – household income below £22,000	
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I wish to apply for support towards:

Specific need (i.e. transport)	Detail	Amount applied for	Total

I understand that there is no guarantee that funds will be available when I apply and that if there is a high demand on the funds, awards may be given at a reduced rate.

I understand that some books or equipment purchased may be returnable at the end of the study programme.

I confirm that the details are true and accurate. I understand that to continue to receive funding I must maintain good levels of attendance, effort and behaviour.

Signed: Learner	Date	
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I confirm that the details on this application are true and accurate to the best of my knowledge. I understand that the criteria will need to be met by my son/daughter to ensure payments are received in full.

Signed: Parent/ Carer	Date	
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Chelmsford Learning Partnership - 16-19 Bursary Contract 2023-2024

Name Form

By completing this Contract, you agree to the terms and conditions under which you will be paid your 16-19 Bursary. Any change in financial/home situation should be communicated to the School in writing. Parents/students are required to sign to this effect and if upon review it is found that student/parents have falsified documents, submitted inaccurate information or been claiming money fraudulently the school may refer the matter to the police. It is an expectation that the 16-19 Bursary will be used to support your education and will cover such outgoings such as uniform compliant with WG6 dress code, transport costs to school, books and equipment, trips and other course related costs.

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Student declaration: I am a full time student attending Roding Valley High School. I agree to abide by the terms and conditions of this contract and understand that the payment in kind of the 16-19 Bursary is subject to a review following each progress report. I understand that I must take responsibility for ensuring that I have 95% - 100% attendance, excellent performance and effort in compliance with the school's attendance and behaviour policies.

I recognise that the school will only allow authorised absence under the following circumstances (evidence will be required in all cases):

- Hospital/medical appointments which cannot be arranged outside school hours
- Recognised religious holiday (up to maximum of three days) • Visits to university/college or careers interviews (maximum of three)
- Field trips and other extra-curricular activities related to studies agreed by the school
- Attendance at a close family funeral
- Driving test (not during lessons)
- Court attendance or social service review
- All illnesses must be supported by a parental telephone message or letter
- I understand about claim procedures

In each claim period, as long as I have met the requirements above, I understand that I will receive a bursary in kind depending on the nature of my request. If my attendance or behaviour is below a satisfactory standard my award may be stopped or asked to be returned. I understand that if my application for financial assistance is unsuccessful or successful in part, it remains my responsibility to pay all outstanding fees related to my study at Roding Valley High School. I understand that some books/equipment may be returnable to the school.

Student signature: _____ Date: _____

Parent/carer signature: _____ Date: _____

I hereby confirm that the above named student has had the terms of the 16-19 Bursary explained and has agreed to comply with the conditions of this contract. It has also been explained that payment is subject to meet the conditions listed above.

Signature Sixth Form Administrator: _____

Signature Director of Sixth Form: _____

Date: _____