



Champion EDUCATION TRUST

16-19 BURSARY POLICY

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A family of Schools

1. AIMS

Champion Education Trust are committed to supporting young people in continuing their education post 16. As a Trust we believe that all students should have access to a high quality and aspirational Curriculum both pre and post 16. It is the aim of CET that all students regardless of starting points and financial circumstances will have full access to Post 16 provision. A 16-19 Vulnerable Bursary grant is available from the EFA (Education Funding Agency) and can be applied for via the School.

This policy aims to:

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

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 2022 to 2023 academic year. This policy complies with our funding agreement and articles of association.

3. WHO IS ELIGIBLE?

There are two types of 16- 19 bursary. A bursary is available to Students deemed as Vulnerable, fitting the following criteria , including those in care, care leavers, young people receiving Income support (aged 18 years) because they are financially supporting themselves and someone who is dependent on them and living with them such as a child or partner. Young people who are in receipt of Employment Support Allowance and Disability Living Allowance or Universal Credit may also qualify.

Please note: If a young person claims ESA or UC in their own right the parents will not be able to claim Child Benefit.

- '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)
- 'Looked after child' is defined as: a child in the care of a local authority or who is provided with accommodation by the authority in the exercise of any functions for more than 24 hours (section 22 of the Children Act 1989)
- '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.

In addition to the fund paid to support students in the identified vulnerable group mentioned above the school receives a small Discretionary Bursary fund to be allocated as required to support other students where there is an identified need and challenging financial circumstances. The current criteria for awarding a Discretionary Bursary is:

- A young person who was previously eligible for Pupil Premium/ free school meals
- A young person whose parent's/carer's are in receipt of income support, housing benefit, council tax benefit, income based job seekers allowance or income related employment and support allowances, total household income does not exceed £16,190.

There is no set limit for the amount of bursary that can be awarded to students. We will base all decisions around which students receive a bursary, and how much bursary they receive, on each student's individual circumstances and their actual financial need.

We will review the student's eligibility position each academic year. Students will only continue to receive a discretionary bursary if they continue to satisfy the criteria.

How will the Bursary money be distributed?

The Bursary money can equal up to £1200 per year per student who attends a full time course. The funding is intended to support the continued education of the student. Therefore the school will retain an element of the funding to ensure full access to the FE curriculum which includes:

- **Access to an Annual Residential**
- **Independent travel training support**
- **Funding to support Community and Home Life Skills training**
- **Curriculum Resources**
- **Education equipment and software e.g. laptop or tablet**
- **Student fund, this includes student access to tea, coffee, juice, toast and cereal.**

4. ROLES AND RESPONSIBILITIES

The roles and responsibilities across the trust are set out below:

The board of Trustees has overall responsibility for approving this 16 to 19 bursary fund policy, but can delegate this to a committee member, or the CEO.

The Trustees will liaise with the Governing body of each School who will have overall responsibility for monitoring the implementation of this policy.

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

Our staff are responsible for implementing this 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.

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

5. RESIDENCY

Students must meet the residency criteria in the ESFA funding regulations for post-16 provision.

ASYLUM SEEKERS

Accompanied asylum seekers under 18 with an adult relative or partner and asylum seekers aged 18 and above are entitled to education but are not entitled to public funds. If necessary, they 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 are:

- the responsibility of the local authority;
- to be treated as 'looked after' children; and
- eligible for a bursary for vulnerable groups, where they have a financial need

When these students reach 18 years old, we will consider their immigration status. They will still be eligible for a bursary as a student from a defined vulnerable group if the asylum claim is in their favour and will be treated as a 'care leaver'.

6. APPLICATION AND PAYMENT PROCESS

APPLICATIONS

Applications should ideally be submitted by 11th November 2022 to allow enough time for our school to assess the overall level of demand and make discretionary awards on a fair basis. This date will be clearly stated on the application form.

However, we acknowledge that students' circumstances may change and therefore the application process will remain open for the whole school year.

Applicants will be notified in writing (either via email or via letter) whether their application has been successful, together with the amount of funding awarded. If a student wishes to appeal the outcome of their application for a bursary, they must follow the school's complaints procedure.

We will review this process each term to ensure the original circumstances remain the same. Once the school is satisfied that all the criteria continues to be met a payment of will made to the student's/parent's/carer's Bank Account by BACS transfer.

School must be notified in the event of a change in circumstances as soon as possible. Applications for 16-19 bursaries must be supported by the appropriate evidence.

PAYMENT PROCESS

Payments are made using the following process:

- Termly payment into the students bank account via BACS payment
- Issue of School meal vouchers

CONDITIONS FOR THE RECEIPT OF BURSARY PAYMENTS

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

The bursary will be paid to the student at the end of each term if attendance and eligibility criteria are met. Students must achieve at least 95% attendance (unless medical evidence is provided indicating a serious medical condition) with no unauthorised absences.

7. RECORD KEEPING

Any paperwork and documents we retain for audit purposes (for example, copies of application forms, household income evidence and any agreements signed by students) will be kept securely in line with our data protection policy, privacy notices and record retention schedule

8. MONITORING ARRANGEMENTS

This policy will be reviewed annually.

Application for consideration of funds from 16-19 Bursary Fund 2022-2023

Please ensure that you have carefully read the 16-19 Bursary Policy before completing this application. Applicants are reminded that this form is for **consideration** only and does not guarantee entitlement.

We have to establish the number of students who have applied for financial support and then match with our funding. Consequently some students may not qualify for a 16-19 Bursary.

The deadline for applications is 11/11/2022

Students are reminded that their application will be treated in the upmost confidence and we would encourage students to maintain this confidentiality with other members of the school community.

Please return this application form, with the appropriate evidence in a sealed envelope for the attention of School Operations Manager. Please indicate if you would like the school to return the evidence you have provided. All information disclosed will remain confidential.

Name of student:	Date of Birth:
Email address:	Name of Bank: Bank account Name: Student Bank Account Number: Sort Code:
1.Does the student receive Income Support?	YES/NO
2.Is the student a Looked After Child or a Care Leaver?	YES/NO
3.Does the student receive 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	YES/NO
4.Does the student receive both Disability Living Allowance (DLA) and Personal Independence Payments (PIP) in their own right as well as Employment and Support Allowance (ESA) or Universal Credit in their own right?	YES/NO
5.Did the student have a free school meal entitlement in Year 11?	YES/NO
6.Is the Household income less than £16,190?	YES/NO
7. Is the Household in receipt of any benefits? If yes, please state and provide evidence	YES/NO

If you have answered yes to questions 1-3 you will need to send in additional evidence of the allowance that is dated within 3 months for IS/ UC and within 12 months for ESA and DLA showing name, address and benefit. This should be official evidence i.e. a letter from Department of Work and Pensions/DWP. Evidence is not required for Looked after Child or a Care Leaver eligibility as this can be verified by the school.

I confirm that my son/ daughter will be at least 16 but under 19 years of age on 31st August 2022..

Parental signature

Name (please print)

Date

