

RANGE HIGH SCHOOL

16-19 BURSARY FUND POLICY

1. What is the 16-19 Bursary Fund?

This fund is made available from the government through its funding body, the Education Funding Agency (EFA), to provide assistance to students whose access to and participation in education is inhibited by financial constraints or barriers.

2. Who is eligible to apply for 16-19 Bursary funding?

Students following government funded full time or part-time courses, who are 16 years and over and satisfy **one or more** of the following criteria:

- Students aged at least 16 and under 19 years of age who are in care, are leaving care, are in direct receipt of Income Support or Universal Credit and young people with disabilities in receipt of Employment Support Allowance who are also in receipt of Disability Living Allowance or Personal Independence Payments;
- Students who are economically disadvantaged and at risk of not taking up or continuing in their education;

3. How does Range High School assess applications and allocate 16-19 Bursary funding?

The 16-19 Bursary Fund is a limited fund and the school will prioritise allocation according to personal circumstances and household income. There will be **2 tiers of funding** and a **Discretionary Fund**.

Tier 1

Students aged at least 16 and under 19 and who fall into one of the following categories:

- are currently in care (as defined by Social Services);
- are leaving or have recently left care;
- are in receipt of Income Support or Universal Credit in their own name;
- are disabled and in receipt of **both** Employment Support Allowance **and** Disability Living Allowance or Personal Independence Payments

Eligible students under Tier 1 will be guaranteed a £1,200 bursary made payable in three equal termly instalments of £400.

Tier 2

Students qualify for funding if they have a gross annual household income of below £30,000;

Students in this group may be eligible, subject to the availability of funds, for the following:

- a contribution towards the cost of transport, essential course equipment and resources, educational trips, materials etc ;
- financial support towards childcare costs and exam re-sit fees if aged 19 or under
- reimbursement of costs associated with exploring University education including UCAS fees.

Once eligible, students will be able to submit subsequent claims throughout the academic year in support of expenditure incurred in support of their education.

Discretionary Fund

Other Sixth Form students will be considered for funding, subject again to availability. Students in this group may receive a contribution towards the cost of essential course equipment and resources, transport costs etc.

Emergency payments of small sums from this Discretionary Fund may be available for any student in need at times of crisis, e.g. homelessness.

4. Procedures

Information and Application

Information on eligibility and how to apply for the Bursary will in future be available to all students as part of their induction into the Sixth Form. This information will also be placed on the school's website.

Applications should be made on the Bursary Application Form available from the Sixth Form Office or downloaded from the school's website.

- The initial application for financial support should be made as soon as possible after the start of the academic year. **All information provided will be treated in the strictest confidence.**
- All further applications can be submitted at any time during the academic year.
- Students who apply for the £1,200 bursary will need to provide documentary evidence (see Annex 4) to show that they fall into one of the nominated vulnerable groups: young people in care, care leavers and those in receipt of Income Support/Universal Credit or Employment and Support Allowance **and** Disability Living Allowance or Personal Independence Payments.

- Eligibility to Free School Meal can be used as evidence of household income. School should be in receipt of this information from the Local Authority.
- Other applications must be supported by relevant documentation (see Appendix 4 for guidance).
- Bank account details will be collected so that payments can be made directly to the account. **THE ACCOUNT DETAILS PROVIDED MUST BE IN THE NAME OF THE YOUNG PERSON APPLYING FOR FINANCIAL SUPPORT**
- Completed forms should be handed in to the Resources Director.
- All applicants will be advised of the outcome by letter. For reasons of confidentiality, all correspondence will be by post to the Young Person's home address except for the remittance advice which is emailed to the designated address.

5. Method of payment

All payments will be made by BACS directly in to the Young Person's nominated bank account. Payment is usually received within ten working days of the 'outcome letter' being received. An electronic remittance advice will be sent to the Young Person's nominated email address once the payment has been processed. Only in exceptional circumstances will payments be made by any other method.

6. Decisions

Decisions about acceptability of evidence for eligibility and assessment of need will rest with the Resources Director with claims needing to be supported by Sixth Form Team. They will be communicated to applicants via letter. An appeal against any decision will be heard by an Appeals Panel comprising the Headteacher, a Governor and a member of the Senior Leadership Team (excluding the Resources Director).

Appeals must be made in writing within 5 working days of decisions being issued.

7. Policy Review

Range High intends to review and update (as appropriate) the school's 16-19 Bursary Fund Policy and procedures on an annual basis, depending on Government policies and any local agreements which may evolve.

For any queries or clarification required, please contact either the Resources Director or the Assistant Headteacher (14-19 Education)

Range High School

Appendix 1

Application for Tier 1 Funding - £1,200 per annum

This form should be completed and submitted with appropriate evidence.

Full name: _____

Date of birth: _____

I wish to apply for Tier 1 funding under the following criteria (please delete as appropriate):

- I am living in care.
- I have just left living in care.
- I am receipt on income support.
- I am disabled and receiving **both** Employment Support Allowance or Universal Credit **and** Disability Living Allowance or Personal Independence Payments.

I attach to this form the following evidence to support my application (please specify below):

I confirm that the details on this application and the evidence provided are true and accurate and I understand that any false claims could result in prosecution and that Range High will seek to recover all payments made to students who are later deemed as not eligible.

Signed: (Learner) _____

Signed: (Parent/Carer) _____

Date: _____

Date application received: _____

Date reviewed by Resources Director: _____

Outcome: _____

Agreed By: _____

Date: _____

The application form and appropriate appendices needs to be handed to the School Office marked: F.A.O Resources Director '16-19 Bursary Fund'

Information provided will be treated in the strictest confidence.

Range High School

Appendix 2

Application for Tier 2 Funding

This form should be completed submitted with appropriate evidence.

Full name: _____

Date of birth: _____

I wish to apply for Tier 2 funding under the following criteria (please delete as appropriate):

- My gross household income is below £30,000.
- I am in receipt of Free School Meals.

I wish to apply for support towards:

Specific need (e.g. transport)	Amount applied for	Receipt Attached
		Yes / No
		Yes / No
		Yes / No
	Total	

I confirm that the details on this application and the evidence provided are true and accurate and I understand that any false claims could result in prosecution and that Range High will seek to recover all payments made to students who are later deemed as not eligible.

Signed: (Learner) _____

Signed: (Parent/Carer) _____

Date: _____

Date application received: _____

Date reviewed by Resources Director: _____

Outcome: _____

Agreed By: _____

Date: _____

The application form and appropriate appendices needs to be handed to the School Office marked: F.A.O Resources Director '16-19 Bursary Fund'.

Information provided will be treated in the strictest confidence.

Range High School

Appendix 3

Application for Discretionary Funding

This form should be completed and submitted with appropriate evidence.

Full name: _____

Date of birth: _____

I wish to apply for Discretionary funding under the following criteria:

- I have an identifiable financial need (please explain below).

I wish to apply for support towards:

Specific need (e.g. transport)	Amount applied for	Receipt Attached
		Yes / No
		Yes / No
		Yes / No
	Total	

I attach to this form the following evidence to support my application (please specify below):

I confirm that the details on this application and the evidence provided are true and accurate and I understand that any false claims could result in prosecution and that Range High will seek to recover all payments made to students who are later deemed as not eligible.

Signed: (Learner) _____

Signed: (Parent/Carer) _____

Date: _____

Date application received: _____

Date reviewed by Resources Director: _____

Outcome: _____

Agreed By: _____

Date: _____

The application form and appropriate appendices needs to be handed to the School Office marked: F.A.O Resources Director '16-19 Bursary Fund'

Information provided will be treated in the strictest confidence.

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Appendix 4

Name: _____

Proof of income / benefit submitted

Whatever you have declared in Appendix 2 or 3 must be supported with evidence in order for an assessment to be made.

Please tick the ones you are providing:

Type of income	Evidence required	Tick if supplying
Annual salary	P60 for tax year 2016/17, or last week in March 2016 payslip or month 12 (March 2017) payslip or Working Tax Credit Award Notice marked 2017/18	
Income Support/ Universal Credit	Entitlement/Award letter – dated within the last 3 months	
Job Seekers Allowance	Entitlement/Award letter – dated within the last 3 months	
Employment Support Allowance	Entitlement/Award letter – dated within the last 3 months	
Incapacity Allowance	Entitlement/Award letter – dated within the last 3 months	
Carer's Allowance	Entitlement/Award letter – dated within the last 3 months	
Any other benefit	Entitlement/Award letter – dated within the last 3 months	
Working Tax Credit	Working Tax Credit Award Notice marked "2017/18". Must be for full year and not partial awards (FULL AWARD NOTICE)	
Child Tax Credit	Child Tax Credit Award Notice marked "2016/17".	
Grants or bursaries etc	Relevant paperwork detailing entitlement and amount paid	
Disability Living Allowance	Entitlement/Award letter – dated within the last 3 months	
Any other income	Relevant paperwork	

Information provided will be treated in the strictest confidence.

Range High School

Appendix 5

Name:

Student Bank Account Details

Bank Name (e.g. Natwest)

Branch Location

(e.g. Bootle, Stanley Rd)

Name of Account Holder

This must account must be in the name of the Young Person applying for financial support

Sort Code

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Account Number

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Email Address

(This will be used to confirm that payment has been made).

Roll Number

(Building Society Account)

Name of the Account Holder:

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Range High School

Appendix 6

Name: _____

Further information

Please give details below of any other circumstances that you would like us to know about to help with your application.