



STOCKLAKE PARK SCHOOL

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Principal: Chris Ludlow
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16-19 BURSARY FUND POLICY

Adopted by the Governing Body on:

Signed by:

(Chair of Governing Body)

Introduction

The school and the governing body are committed to supporting young people to help them at school. Stocklake Park is a Special School that caters for young people with special needs until the end of the school year in which they are 19. It is the aim of the school and the governing body to support the most vulnerable young people to access and benefit from the 16-19 bursary grant that has been awarded by the Department of Education from September 2011. This includes young people in care, care leavers, young people receiving Income Support (aged 18 years) and disabled young people receiving both Employment Support Allowance (ESA) and Disability Living Allowance (DLA).

Purpose of the Fund

The purpose of the 16-19 Bursary Fund is to provide financial help to learners who are facing financial barriers to participating in their studies. Stocklake Park is able to make Bursary Fund allocations based on the needs of individual students, taking into account their individual circumstances.

Who is eligible – nominated vulnerable groups

- Young people in care (see definitions below) aged 16-19.
- Disabled young people who are in full time education and in receipt of Income Support, Employment Support Allowance and Disability Living Allowance.

Please note, that students claiming because they receive DLA must also be claiming ESA as well. These two benefits **MUST** be in combination.

Definitions of young people in care

- **Looked After**- this is a young person who is aged 16 or 17, and has been defined as 'looked after' for a period of 13 continuous weeks or periods amounting to 13 weeks, which began after they reached 14 and ended after they reached 16.
- **Care Leavers**- this is a young person aged 16 or 17 who is not defined as 'looked after', is but was an eligible young person, before they ceased to be 'looked after'.
- **Former relevant young** ('care leavers'); this is defined as a young person who is aged 18 or above, and has in the past been either a relevant young person or would be one if they were under 18.

Type of evidence that is needed

Type of Benefit	Evidence Required
Income Support (IS)	IS Benefit Book/letter dated within 3 months showing name, address and benefit received OR outdated letter plus bank statement within 3 months.
Young people who are looked after	Looked after care plan
Employment Support Allowance	<i>(This is normally paid to young people in FT education unless the young person is in receipt of DLA).</i> Letter dated within 12 months of application showing name, address and benefit received plus bank statement within 3 months.
Disability Living Allowance.	Letter dated within 12 months of application showing name, address and benefit received plus bank statement within 3 months.

How will the bursary money be distributed?

At the end of every term the attendance of eligible pupils will be verified (pupils must achieve at least 90% attendance with no unauthorised absences) and a review process will be triggered to ensure that the original circumstances still remain. Once the school are satisfied that the criterion continues to be met, a payment that equates to a third of the full year's allocation will be distributed. **The payment will be made payable to the student. Or a named parent if the student is unable to open a bank account.**

Discretionary Awards

The School receives a small annual fund to be used for Discretionary Awards. Should there be surplus funding from the 16-19 bursary after administration costs and the allocation of funding to nominated vulnerable groups, eligibility criteria will be circulated to relevant students and their families. The criteria for awarding bursary funding will be as follows:

1. Young people will need to be eligible for Free School Meals
2. Young people must achieve a minimum of 90% attendance with no unauthorised absence
3. Young people must be aged 16-19 and in years 12-14

This amount will vary on a termly basis depending on the number of young people that qualify.

Administration costs

The school will retain 5% of the total bursary allocation to administer the scheme.

Payment for full Bursary (£1200) will be made in 3 instalments – November, January and April.

Monitoring and reporting

The Finance manager reports through the Governors Resources committee and the full governing body on all matters relating to finance. Should a young person or family feel aggrieved about how their request for a bursary was handled, they should follow the school's normal complaints policy, which can be found on the school's website.

Application Form

Application for consideration of funds from 16-19 Bursary Fund

Applicants are reminded that this form is for **consideration** only and does not guarantee entitlement. To qualify students must be 16, 17 or 18 on 31 August 2019 and meet the EFA's residency criteria.

We have to establish the number of students who have applied for financial support and then make an application for funding. Consequently, some students may not qualify for a 16-19 Bursary. Students are reminded that their application will be treated in confidence students are encouraged to maintain this confidentiality with other members of the school community. Funds will be made available in line with the 16-19 Bursary Policy and attendance criteria.

Name of student:	Date of Birth:
Address:	
Vulnerable Bursary Criteria	
Does the student receive Income Support or Universal Credit? (evidence required – Income Support or Universal Credit Statement letter)	Yes / No
Is the student in care or recently left L.A. care? (evidence required – letter from L.A.)	Yes / No
Does the student receive both Employment Support Allowance/Universal Credit equivalent and Disability Living Allowance/Personal independence payments (evidence required, financial statement showing both ES + DLA/PIP)	Yes / No

If you have answered yes to any of the above you will need to send in additional evidence of the allowance that is dated within 3 months for IS and within 12 months for ESA and DLA showing name, address and benefit.

Discretionary Bursary Criteria			
Does the student have a parent or carer in receipt of any of the following benefits: income support; tax credits; universal credits? Is the household income, i.e. your parents/carers earning less than £35,000 a year?			
Please tick to indicate what type of evidence you have provided for the household members and ensure it is dated within the last 3 months where applicable. If you cannot evidence then we cannot process your application for the bursary payments.			
If you or your siblings are in receipt of Free School meals you do not need to provide further financial information in the section below - Please proceed to Free School meal Section			
P60 for Tax year 2018/19		Or wage slips for household (month 12 or week 52 – March 2018)	Self-employed earnings (official tax return)
Income Support/Universal Credit (award letter)		Working/Child Tax Credit – Full award notice for full year	Child benefit (award letter)
Disability Living Allowance or Personal Independence Payments		Housing Benefit	Carer's Allowance
Grants or Bursaries		Any other benefits – please specify	Any other income/pension – please specify
Please list the names of the household members and relationship to Student:			
Name		Relationship to Student	

Free School meals

Are you or your sibling(s) in receipt of free school meals? Yes / No

Name of Sibling(s)

Bank Details for Vulnerable Bursary Applications Only

Please be aware that we may pay Discretionary Bursary awards 'in kind' e.g. by purchasing any equipment or paying for trips.

Vulnerable Bursary payments will be paid directly into Students bank accounts. Please provide your bank details below, as printed on your bankcard or statement.

Account Holders Name: _____

Bank name and Branch: _____

Account Number: _____ Sort Code: _____

Parent/ Guardian signature

Name (please print)

Date

Additional Information can be found at:

<https://www.gov.uk/1619-bursary-fund>