



Guidance Notes re 16-19 Bursary Fund

Types of Bursary

- **Vulnerable Bursary** – N.B 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.
- **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?

Grants can be used to fund the costs of remaining in education or for additional therapies as part of their individualised curriculum, for example:-

- Books/equipment/materials/specialist clothing
- Communication aids
- Field trips and visits related to courses
- Travel
- School Dinners
- Snack and Cooking
- Residentials
- 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 paid in kind 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 will assume responsibility for applying for any bursary on behalf of the young person.

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. The school will liaise with families and school staff to fill out an application on the student's behalf. This process will include consultation with families, the class team, family support services team and other staff members where appropriate e.g. Inclusion or Work experience staff.

All applications for the discretionary bursary must be accompanied by evidence of benefits or total household income

Application forms are available to download from the school website or can be obtained by phoning the school office

What evidence is needed?

For discretionary bursary requests families will need to send in 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)

The latest copies of these documents should be sent.

Decision Making Process

All applications will be reviewed at a panel meeting and families will be notified in writing of the amount of bursary awarded or why the application was unsuccessful.

1. 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 if a student still wishes to claim a Vulnerable Bursary the Learn to Live Federation has the discretion to award a reduced bursary or no bursary at all.

2. 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. Evidence of benefits and household income will be required to support applications.
- Families who may be experiencing financial hardship due to extenuating circumstances e.g. large number of dependent children or who are experiencing a family crisis. The family support services team may also help identify these families or families who may need financial assistance.

Evidence to support such applications should be addressed to the Executive Head and will be treated in strictest confidence.

In the first instance Discretionary awards will be allocated to help learners meet costs in relation to transport to and from school with any remaining funds being used for other essential items related to their individual course of study such as equipment, trips and meals whilst attending school.

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. Complaints will be dealt with in line with normal school procedure.

How Decisions will be communicated to Young People and their Families: Students and their families will receive information about their application by letter no later than one month following the application being made. All documentary evidence will also be copied and returned by this date.