

Clifton Hill School

Document	16-19 Bursary Policy
Content	Criteria and process for awarding of Bursarys
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	September 2022	New Policy

Clifton Hill is a Surrey County Council funded community school for students aged 11-19 years who have severe or profound multiple learning difficulties, autistic spectrum disorder, challenging behavior and complex health needs. This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

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/carers 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 2022 to 2023 academic year](#).

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)
- '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

4. How we use the bursary fund

Financial 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 in years 12 to 14 in overcoming specific financial barriers to participation so they can remain in education. There are 2 types of 16 to 19 bursaries:

- Bursaries for defined vulnerable groups; and
- Discretionary bursaries

We use the fund to provide students with support to fund:

- Transport (self travel or towards the contribution required for transport arranged by their Local Authority)
- Equipment/clothing eg required for Work Experience/College courses
- Field trips, subsistence beyond the provision of Free School Meals, and other school related costs

5. Eligibility criteria for the 16 to 19 bursaries

5.1 Age

To be eligible for either bursary in the 2022 to 2023 academic year, students must be at least 16 years old but under 20 years old on 31 August 2022.

5.2 Eligible education provision

Students must be on the role at Clifton Hill School to be considered for a Bursary.

5.3 Residency

Students must meet the residency criteria in the [ESFA funding regulations for post-16 provision](#).

5.4 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;
- Are to be treated as 'looked after' children; and
- Are 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' until they reach the upper age limit.

5.5 Bursaries for young people in defined vulnerable groups

Students with a financial need, who meet one of the following 4 criteria below, in addition to the criteria outlined in sections 5.1, 5.2 and 5.3 above, can apply for a bursary for vulnerable groups.

The defined vulnerable groups are students who are:

- In care (NB: those who are privately fostered are not classed as looked after);
- Care leavers;
- Receiving Income Support (IS) or Universal Credit (UC) 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; or

- Receiving Employment and Support Allowance (ESA) or UC in their own right **as well as** Disability Living Allowance (DLA) or Personal Independence Payments (PIPs) in their own right

UC has now replaced IS, as well as other benefits above, for current and future young people aged 16 to 18. However, students aged 19 to 25 and funded from the 16 to 19 budget (19+ continuers and students with an EHC plan) may still receive the legacy benefits listed above.

Students who meet the criteria for a bursary for vulnerable groups are not automatically entitled to a bursary. Students will not receive the bursary if they do not have any actual financial need (for example, because their financial needs are met from other sources and/or because they have no relevant costs).

Where a bursary is provided, the funds will generally be up to £1,200 per year for study programmes lasting 30 weeks or more. When calculating the amount, cases will be looked at individually and base the outcome based on a particular student's needs. Students will only receive the amount they actually need to participate and will not automatically receive £1,200 if they do not need the full amount.

We can use our discretion, on a case-by-case basis, and provide more than £1,200 per year if such would be necessary in all the circumstances for the student to remain in education. Any such additional payment will be paid either from our discretionary bursary allocation or our own funds.

If a student's study programme lasts for less than 30 weeks, they will be paid a pro-rata amount. We will also consider the number of hours involved in a student's study programme when deciding whether a pro-rata payment is more appropriate.

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

We will provide this support for students from the bursary fund by making payments in kind where possible. It will not be provided it as regular payments for living costs.

5.6 Discretionary bursaries

Students who do not satisfy any of the Vulnerable Bursary criteria listed in section 5.5, but who are able to demonstrate financial hardship arising from other reasons, may apply for a discretionary bursary.

In assessing any application for a discretionary bursary, we will consider:

- Total household income including net earnings, parents' benefits, student's DLA/PIP etc
- Number of dependent children in the household
- Additional costs associated with the student's Special Needs
- Whether the student is in receipt of free schools meals

There is no set limit for the amount of discretionary bursary that can be awarded to students. We will base all decisions around which students receive a discretionary 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.

5.7 Evidence

All applications for 16 to 19 bursaries must be supported by appropriate evidence.

Examples of acceptable evidence we may request are (for Vulnerable Bursary):

- A copy of the UC or IS **and** DLA or PIP award notice, in the student's name
- Written confirmation of the student's current or previous looked-after status from the relevant local authority (if not already held by the school)

For discretionary bursary:

- A copy of the household UC/Working Tax Credit award, a copy of the child's DLA or PIP award, copies of payslips/P60 to evidence net income
- Evidence of the costs to be covered by the bursary
- Other relevant documentation to support the claim on a case by case basis

6. Application and payment process

6.1 Requests for Bursaries

Requests for a Vulnerable bursary can be made at any time. Requests for discretionary bursary support should ideally be submitted by 30th September 2022 to allow the school to assess the overall level of demand and make discretionary awards on a fair basis. However, we acknowledge that students' circumstances may change, and that expenses may occur later in the school year, and therefore requests can be made at any time during the school year.

Applicants will be notified in writing (either via email or via letter) whether their request 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.

6.2 Payment process

The method of providing support is at the school's discretion.

- Support may be made via in-kind payments, such as direct payment of travel contributions to the Local Authority, provision of equipment or half-termly contributions directly to the school for food tech, community outings etc
- In some circumstances we may make termly payments by BACS transfer to the student's bank account

6.3 Conditions for the receipt of bursary payments

- We will suspend support where a student has been absent for a period of 4 continuous weeks or more (excluding holidays) and where a student ceases to be on role at the school.
- We reserve the right to take back money 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, and any decision will be confirmed to the student in writing.

7. Change in circumstances

If there are changes in circumstances which may affect eligibility for a bursary, parents/carers must notify the school without delay.

8. Record keeping

Any paperwork and copies of evidence documents we retain for audit purposes will be kept securely in line with our data protection policy, privacy notices and record retention schedule, which are available on our website.

9. Links with other policies

This policy links to the following policies and procedures:

- Charging and remissions policy