



Wren Spinney Community Special School

16-19 Bursary Procedures

2020 - 2021

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| Approved by: | MS Joanna Cliffe | Date: 23/02/2021 |
| Last reviewed on: | Sept 2020 | |
| Next review due by: | Sept 2021 | |

16-19 Bursary Fund Policy 2020-2021

This document follows current advice provided by the Education and Skills Funding Agency (ESFA) and sets out how Wren Spinney Community Special School will administer and distribute the 16-19 bursary. The Bursary will be awarded according to eligibility, funding received and advice and guidance from the ESFA.

There are 2 types of bursary

Vulnerable bursary – This is a bursary of up to £1,200. This bursary is for students in defined groups who may need a greater level of support to enable them to continue to participate in their education at Wren Spinney Community Special School. This funding is drawn from the Student Bursary Support Service (SBSS) on an individual basis by Wren Spinney Community Special School once an application has been agreed.

Discretionary bursary – this is a bursary awarded to students to help overcome individual barriers to education, for example to purchase specific clothes, books and equipment. It is for the bursary panel to decide which students will receive a discretionary bursary and how much they will receive. This bursary is taken from an amount of money allocated to Wren Spinney Community Special School by the ESFA and used by Wren Spinney Community Special School to purchase requested items.

Wren Spinney Community Special School will determine the eligibility criteria for bursaries, the frequency of and conditions for payments for all awards. The 16-19 Bursary will only be awarded to a student who is eligible and facing genuine financial barriers to participating.

Eligibility

To be eligible to receive a 16-19 Bursary in the 2020-2021 academic year, the student must be aged 16 or over and under 19 on 31st August 2020.

Students must also satisfy the residency criteria set out in the ESFA Funding Guidance. (A person on 1 September who is settled in the UK, and has been ordinarily resident in the UK and Islands for the three years preceding the 1 September.) If you are in any doubt, please speak with the School.

Students should be participating in provision that is subject to inspection by a public body that assures quality and funded within the relevant guidelines.

Vulnerable Bursary Fund – Level One

Students who are in one or more of the groups below can apply for a bursary of up to £1200 a year, paid in three instalments:

- in care
- care leavers
- receiving Income Support or Universal Credit because they are financially supporting themselves or themselves and someone who is living with them such as a child or a partner
- receiving Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right

Payment for the vulnerable bursary is to be made directly to the student's bank account in 3 termly instalments. In exceptional circumstances the bursary may be payable to parents/carers who have the responsibility for managing the account on behalf of the student.

Discretionary Bursary Fund – Level Two

Students who are in receipt of free school meals or have a total household income of below £15,000 can apply for a discretionary bursary for specific educational purposes. Household income can be evidenced by receipt of benefit and/or P60, Tax Credit Award Notice or evidence of self-employment income. All evidence of household income will be in strict confidence, or if your son/daughter has an EHCP.

The items requested will be purchased by the School but will be the property of the student.

Assessment

The bursary awards panel will assess each application with supporting documentation in the strictest confidence. Any student who believes they are eligible for any level of funding from the 16-19 bursaries should complete an application form. Or if your son/daughter has an EHCP the teacher may make an assessment.

Bursary Panel

The Bursary Panel is made up of members of the Headteacher and the Senior Leadership Team.

Attendance and Behaviour Requirements

Once the School has acknowledged eligibility, participating students at Wren Spinney Community Special School must adhere to the following criteria:

- Good attendance unless they have received prior permission from the Principal for authorised absence. Ill-health will be assessed on an individual basis.
- If students are late, after registration has closed, this will count as an absence – for the attendance requirements.

Appeals

Parents/carers and students have the right to appeal to the Bursary Awards Panel in all cases if it is felt that the payment has been withheld without justification.

Equal Opportunities

Wren Spinney Community Special School will make every effort to ensure that all those students entitled to bursaries receive such support. Students/parents and carers will receive information about the bursaries and will be entitled to apply for a bursary if they consider that they fall into any of the eligibility groups above.

16-19 Bursary Fund Application 2020 - 2021

Please read Wren Spinney Community Special School's 16-19 Bursary Fund Policy 2020 -2021 before completing this form.



Student Details

| | |
|---------------|--|
| Surname | |
| Forenames | |
| Address | |
| | |
| | |
| Postcode | |
| Date of Birth | |

Level Required - Please tick which level of payment you are applying for:

| Level One –vulnerable bursary | |
|---|--|
| I am a young person in care | |
| I am a young care leaver | |
| I am in receipt of Income Support or Universal Credit | |
| I am in receipt of Disability living allowance (DLA) or personal independence payments (PIP) plus either Employment and Support Allowance (ESA) or Universal Credit *** | |

**** Please provide evidence – original documentation only. This will be returned.

| Level Two –discretionary bursary | |
|---|--|
| I am in receipt of Free School Meals | |
| My total household income is less than £15,000 | |
| Please list specific resources required, with amounts (The School will purchase these so please be as specific as possible) – | |

Household Income *(Required for Level Two applications)*

Please include the required **original** supporting documentation with this form. All evidence will be photocopied and dealt with strictest confidence.

| | |
|-------------------------------|---|
| My total household income is: | £ |
|-------------------------------|---|

Please tick the supporting documentation provided

| | |
|---|--|
| Receipt of benefit | |
| P60 (<i>tax year 2018 - 2019</i>) | |
| Tax Credit Award (<i>tax year 2018 - 2019</i>) | |
| Evidence of self-employment income (<i>tax year tax year 2018 - 2019</i>) | |

Bank Account Details

Where bursary payments are made to a bank account, they should only be made to the students' bank account (unless otherwise agreed). Payments may be made to a joint account, as long as the student is one of the account holders.

You **must** attach an **original account statement, letter or form** from your bank or building society that shows your name, sort code, account number and home address

Please complete the bank account details required.

Bank or Building Society details

| | |
|--|----------------------------|
| Full name of Account Holder (<i>This should be as it appears on your cash or debit card, or statement</i>) | |
| Name of Bank/Building Society | |
| Branch | |
| Sort Code | ____ _ -- ____ _ -- ____ _ |
| Account Number | |

*Your account number may not be the same as the cash or debit card number; you can find it on a bank or building society statement. Most account numbers are 8 digits long. If you are unsure your bank or building society can advise you. **PLEASE RETURN FORMS TO Joyce (Operations Manager)***

| | |
|---|--|
| Office use only | |
| Date application received | |
| Date application reviewed | |
| Supporting documentation provided, photocopied and returned | |
| Level of Bursary agreed | |

Checklist – please read and ensure you have enclosed the relevant supporting evidence before sending in your application. Failure to do so will result in delays in processing your application. We need to see the original document – we will return these to you.

If you are applying for a Vulnerable Bursary – level 1

Evidence of

- Income Support or Universal Credit if you are applying because you are financially supporting yourself
- or
- Disability Living Allowance or Personal Independence Payments in your own right plus either Employment and Support Allowance or Universal Credit in your own right