



**THE CHERWELL SCHOOL**  
OPPORTUNITY, RESPONSIBILITY, EXCELLENCE

# **16-19 Bursary Fund Policy**

Person responsible for policy: Assistant Headteacher (6<sup>th</sup> Form Strategic Lead)

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Governor Committee: SIC



## The Cherwell School

### 16-19 Bursary Fund Policy

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#### 1. What is the 16-19 Bursary Fund?

The 16-19 Bursary Fund provides financial support to help students overcome specific financial barriers to participation so that they can remain in education.

There are 2 types of 16 to 19 bursary:

1. an entitlement to a £1200 bursary for students from defined vulnerable groups which are; young people in care, care leavers, young people in receipt of Income Support or Universal Credit (because they are financially supporting themselves or dependent/s) and disabled young people in receipt of Employment Support Allowance who are also in receipt of 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.
2. a discretionary fund which is awarded to meet individual needs, for example to help with the cost of transport, meals, books and equipment.

The amount of bursary paid will reflect the individual financial needs of the student and, for the discretionary bursary, the amount of funding available in any given year. Where a student is eligible for the £1200 bursary, they may also request further funds from the discretionary bursary (this would not require an additional application).

Any funding remaining in the discretionary bursary budget, allocated to the school by the DfE will be used as an emergency fund to support students in need and this will be assessed on a case by case basis. These payments will need to be applied for, however, the priority will go to those students whose level of need is deemed to be the highest and in failing to access funding may result in the student having to drop out of learning. The existence of this fund will be communicated to parents at the start of each year.

The bursaries are not cash payments made to students. Instead the school will purchase agreed items as requested by the students.

#### 2. Eligibility for the Bursary Fund

Students must meet the DfE eligibility criteria in order to access either bursary which are;

- Aged 16 or over but under 19 in the August of the year they are claiming for
- Students 19 or over are only eligible to receive discretionary bursary if they are continuing a study programme they began aged 16-18 or they have an Education, Health and Care Plan (EHCP)
- Students must meet residency criteria in ESFA funding regulations (<https://www.gov.uk/government/publications/advice-funding-regulations-for-post-16-provision>)

There are further criteria to be entitled to the **£1200 bursary** for defined vulnerable groups, which are outlined above.



For the **discretionary bursary** the school, in accordance with the guidance from the 16-19 Bursary Fund Guidance, has set further eligibility criteria. These criteria are chosen as they help to indicate whether additional financial support is needed for an individual. Students whose parents or carers are in receipt of the following support payments will be eligible: -

- **Income Support/ESA (IR)**
- **Universal Credit**
- **Income Based Job Seekers Allowance (IBJSA)**
- **Support under the Immigration & Asylum Act 1999**
- **Child Tax Credit** – only when annual income (as assessed by the Inland Revenue) does not exceed £16,190 (revised annually)
- **State Pension Credit**

Students must be eligible for the discretionary bursary in each year they require support. Documentary evidence to prove the student is eligible to either bursaries will be required (see Appendix 1). The evidence will be requested on an annual basis. Receipt of bursary funding does not affect receipt of other means-tested benefits paid to families.

Whilst the bursary cannot be used as a way of incentivising attendance, students receiving the 16-19 bursary must be meeting expectations as outlined in the Sixth Form contract. If a student drops out of learning or they are not meeting expectations access to the bursary may stop. See further details in Appendix 2.

### **3. Administration of the 16-19 bursary at The Cherwell School**

Information about the 16-19 bursary fund is promoted on the website, sixth form prospectus and posters that are on display around the school. Further information including an application form is available at key options' events, sixth form induction and enrolment.

Students who wish to apply must complete the reply slip on the **16 – 19 Bursary Fund Application letter** (Appendix 3) indicating which bursary they intend to apply for. Students will then need to supply the relevant evidence required.

All students who qualify for either bursary will have a meeting to determine where best way to spend the bursary. A list of 'items' that can be purchased can be found in Appendix 4. Other costs or items can be requested and will be subject to authorisation.

16-19 Bursary Funds are subject to normal assurance arrangements for 16 to 19 education and training. The school has appropriate processes in place to ensure that bursary applications and awards are recorded and are made available if audited. This will include declaration of unspent funds that have been carried forward.

The school will retain 5% of the allocated budget to cover administration costs.

### **4. Appeals against non-allocation of bursary funds.**

Where a bursary application has been turned down, students or parents wishing to appeal should put this in writing to the Headteacher outlining their reasons for the appeal, they should refer to the eligibility criteria outlined in the 16-19 school's bursary policy. The Headteacher will decide whether to uphold or dismiss the original decision within 10 days of receiving the appeal and will respond in writing.



Where a request for a particular purchase has been turned down students or parents may appeal this and should follow the same procedure as above.

## Appendices

### **Appendix 1: Documentary evidence required for bursary application**

#### Bursary for vulnerable groups (£1200)

- for students who are in care or a care leaver, written confirmation of their current or previous looked-after status from the relevant local authority - this is the local authority that looks after them or provides their leaving care services. The evidence could be a letter or an email but must be clearly from the local authority
- for students in receipt of Income Support or Universal Credit, a copy of their Income Support or Universal Credit award notice. This must clearly state that the claim is in the student's name/confirm they are entitled to the benefits in their own right. The evidence must not state any conditions that prevent them from participating in further education or training. For students in receipt of Universal Credit, institutions must also see a tenancy agreement in the student's name, a child benefit receipt, children's birth certificates, utility bills etc
- for students receiving UC/ESA and Disability Living Allowance and Personal Independence Payments, a copy of their UC claim from DWP (UC claimants should be able to print off details of their award from their online account). Evidence of receipt of Disability Living Allowance or Personal Independence Payment, must also be provided

#### Discretionary Bursary

- **Income Support/ESA (IR)** – contact Jobcentreplus (01865 443333) who will provide you with a letter to show the school or FF260 form.
- **Universal Credit** – proof of entitlement in the form of a letter
- **Income Based Job Seekers Allowance (IBJSA)** – proof of entitlement is in the form of a Jobcentreplus letter.
- **Support under the Immigration & Asylum Act 1999** – proof of entitlement is in the form of a Home Office letter.
- **Child Tax Credit** – only when annual income (as assessed by the Inland Revenue) does not exceed £16,190 (revised annually) – proof of entitlement is assessed by the TC602 Award Notice. **Must be for the current year.**
- **State Pension Credit** – proof of entitlement is assessed by the Pension Credit M100
- **Entitled to free school meals** in Year 11



## **Appendix 2: Requirements for the receipt of all bursaries**

- Expectations for attendance, punctuality, completion of work and behaviour will be the same for all students at Cherwell Sixth Form whether in receipt of the 16-19 bursary or not and are outlined in the Sixth Form Contract.
- All decisions regarding the authorisation of payments at The Cherwell School have been made in consultation with the 16-18 Bursary Fund Guidance.
- Students receive the bursary from the point of entry in Year 12 (after enrolment) until the end of the school year in Year 12, then from the beginning of term in Year 13 (after enrolment) until their last exam.

### **Examples of unauthorised absence**

Holidays (school can authorise up to two weeks' absence for family holidays however it should be noted that EMA payments will be stopped where students are absent for this reason), part or full time paid work, leisure activities, birthdays or similar celebrations, babysitting younger siblings, shopping, driving lessons, or unauthorised lateness.

### **Examples of authorised absence**

Medical appointment, occasional care for a person if a student has definite caring responsibilities, a religious holiday, an interview or a career related interview, appointment with a connexions adviser, occasional extra-curricular activity giving significant personal achievement, attendance at a wedding or funeral, severe and occasional disruption to transport, a driving test, an emergency family situation, transport problems with no alternative solution, isolated periods of genuine sickness of up to five days in a week. Study leave, open visits and work experience are counted as present at school.



## Appendix 3: 16 – 19 Bursary Fund Application letter

Dear Parents and Carers

### Application for 16 – 19 Bursary Fund

The aim of the 16 –19 Bursary Fund is to help support those young people who face the greatest barriers to continuing in education or training Post-16.

*Specifically, the 16–19 Bursary Fund comprises of 2 elements:*

1. A bursary for defined vulnerable groups which is an entitlement to a £1200 bursary for young people in care, care leavers, young people in receipt of Income Support and disabled young people in receipt of Employment Support Allowance who are also in receipt of Disability Living Allowance.
2. A discretionary fund to make awards to young people in ways that best fit the needs and circumstances of their students.

These awards are intended for young people facing financial barriers to participation in education or training Post-16.

The school has been allocated a certain level of funding to cover both elements of the bursary. This will be given as benefits in kind, such as the costs of transport, trips, meals, books and equipment. Further information concerning this will be given once we receive your application.

#### Entitlement bursary

Any student for whom these specific circumstances apply should confirm their situation with the Head of Sixth Form.

#### Bursary for defined vulnerable groups

Students who are in care or a care leaver, written confirmation of their current or previous looked-after status from the relevant local authority - this is the local authority that looks after them or provides their leaving care services. The evidence could be a letter or an email but must be clearly from the local authority

Students in receipt of Income Support or Universal Credit, a copy of their Income Support or Universal Credit award notice. This must clearly state that the claim is in the student's name/confirm they are entitled to the benefits in their own right. The evidence must not state any conditions that prevent them from participating in further education or training. For students in receipt of Universal Credit, institutions must also see a tenancy agreement in the student's name, a child benefit receipt, children's birth certificates, utility bills etc

Students receiving UC/ESA and Disability Living Allowance and Personal Independence Payments, a copy of their UC claim from DWP (UC claimants should be able to print off details of their award from their online account). Evidence of receipt of Disability Living Allowance or Personal Independence Payment, must also be provided

#### Discretionary bursary

The parents or carers of students who are in receipt of certain support payments are eligible to apply for the discretionary element of the bursary fund for their child. The relevant support payments are:

- **Income Support/ESA (IR)** – contact Jobcentreplus (01865 443333) who will provide you with a letter to show the school or FF260 form.
- **Universal Credit** –for those applying on or after 1 April 2018, the household income must be less than £7,400 a year (after tax and not including any additional benefit entitlements) - proof of entitlement in the form of a letter



- **Income Based Job Seekers Allowance (IBJSA)** – proof of entitlement is in the form of a Jobcentreplus letter.
- **Support under the Immigration & Asylum Act 1999** – proof of entitlement is in the form of a Home Office letter.
- **Child Tax Credit** – only when annual income (as assessed by the Inland Revenue) does not exceed £16,190 (revised annually) – proof of entitlement is assessed by the TC602 Award Notice. **Must be for the current year.**
- **State Pension Credit** – proof of entitlement is assessed by the Pension Credit M100
- **Entitled to free school meals** in Year 11

The bursary is granted for the academic year. It is your responsibility to inform us of any changes in your circumstances. **As the majority of the fund is discretionary the school reserves the right to refuse a request for funding if household circumstances change, a student is consistently late for school, is not attending lessons or other timetabled sessions or is permanently excluded.**

### Application

If you are eligible to apply for either bursaries please complete and submit the reply slip below. We will require the qualifying paperwork before the bursary can be issued and this can be sent via email to Mrs Tina Surrage on [tsurrage@cherwell.oxon.sch.uk](mailto:tsurrage@cherwell.oxon.sch.uk), or via your son/daughter.

Should the circumstances of any student change during the course of the year which would cause them to qualify for a bursary they should contact me at the earliest opportunity.

Parent, Carers and Students have the right to appeal decisions made; please see the 16 – 19 Bursary Policy which is on the website.

If you have any further queries, please do not hesitate to contact me.

Yours sincerely  
Mr C Lawfull  
Head of Sixth Form

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### 16 – 19 Bursary Fund reply slip

I wish to be considered for the 16-19 Bursary and I recognize that evidence will be required to support my application which will be sent to Mrs Surrage either by email or by hand via my son/daughter.

Parents Name: \_\_\_\_\_

Parents Signature: \_\_\_\_\_

Students Name: \_\_\_\_\_

Students Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please indicate which element of the bursary you wish to apply for:

I am applying for the discretionary bursary:

I am applying for the defined vulnerable bursar group



#### **Appendix 4: Items available through 16-19 bursary**

- Stationary
- Cost of transport
- Subject materials
- Trips
- Text Books and Revision Guides
- Equipment (laptop, camera)
- UCAS application fee
- Revision Classes
- Wellbeing Classes
- University starter pack