



LEXDEN SPRINGS RESIDENTIAL SPECIAL SCHOOL POLICY 16 to 19 BURSARY FUND

Academic year 2023-24 - PLEASE NOTE YOU ARE APPLYING ON BEHALF OF YOUR CHILD

INTRODUCTION

The [16 to 19 Bursary Fund](#) exists to provide support to the most vulnerable students who need this financial help to stay in education.

The intention of this bursary is to provide support to the most financially challenged students to remain in education. However, the allocation of money from the Government is finite, and consequently exact sums may vary dependant on the demands made upon these funds. The principles of fairness and supporting students in the greatest need will underpin all decisions taken.

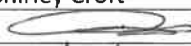
Eligibility to funding does not give the individual the right to funding. Assistance awarded to a student will always be conditional on behaviour, attendance and full compliance with the home/school agreement.

Bursaries are not made as regular payments for living costs, as they would then be subject to the Social Security Amendment (Students and Income-related Benefits) Regulations 2000.

The Bursary Fund is intended to help students overcome financial barriers to participation.

THERE ARE 2 TYPES OF 16 TO 19 BURSARIES:

- The vulnerable bursary of up to £1,200 a year for young people in one of the defined vulnerable groups
- The discretionary bursaries which institutions award to overcome barriers to individual educational needs. For example, to help with the cost of transport, specific activities and approved clothing to complete courses.

Reviewing staff member:	Simon Wall – Head Teacher
Approved by reviewing staff member:	Simon Wall
Date Approved:	
Reviewing governor:	Shirley Croft
Approved by reviewing governor:	
Date Approved:	31/10/2023
Next review date:	Autumn 2024

PROOF YOU'RE ELIGIBLE FOR A VULNERABLE BURSARY

School will need proof you're eligible. This will be a letter from your local authority showing you're in care or a care leaver. It will be a letter from the Department of Work and Pensions showing the benefits you the pupil receive.

BENEFITS THAT QUALIFY FOR A VULNERABLE BURSARY

Benefits must be in pupil's own name to get a vulnerable bursary.

NB: If you don't get them in the young person's name, they won't get a vulnerable bursary.

YOUNG CARER

As a young carer you won't get a vulnerable bursary, unless you fall into one of the other defined vulnerable groups.

YOUNG PARENT

If you're a young parent getting Income Support or Universal Credit in your own name, you may get a vulnerable bursary. You might also get help with childcare costs through Care to Learn.

DISCRETIONARY BURSARY

If you don't fall into one of the vulnerable groups, but you need financial **help to stay in education**, you can apply for a discretionary bursary from school. You must be between 16 and 19 years old and in full time further education or training.

This is a limited amount of funds per school and not per pupil. The funds are drawn down by the school for **exceptional** financial situations.

To be eligible for the discretionary bursary, students must be facing financial barriers to participation and need help to stay in education.

EXAMPLES OF WHAT WILL BE USED ARE:

- Your family's income
- If your parents get benefits
- If you currently receive free school meals or have had them in the past.
- School sets eligibility criteria for the bursary because funds have to be targeted at students who need the most help to stay in education.

FAMILY'S FINANCES

If you apply, we need to see evidence of your family's household income. Examples include;

- A letter from the Department of Work and Pensions showing receipt of benefits
- A P60
- A Tax Credit Award Notice
- Evidence of your family's annual income
- 3 months' worth of payslips or bank account statements OR self-employed earnings (official tax return)
- Evidence that you have stopped receiving Child benefit for the pupil you are applying for
- Pupil's Income Support
- Pupil's Universal Credit in place of Income Support
- Pupil's Employment Support Allowance (or Universal Credit in place of ESA)
- Pupil's Disability Living Allowance or Pupil's Personal Independence Payments

No application will be considered without original documentation evidence being produced to school

RESIDENCY

You must meet the residency requirements for enrolment; school will check this.

HOW TO APPLY

- To apply you need to contact your class teacher at school.
- You must be at least 16 and under 19 years old at the start of the academic year.
- You must be studying full or part time further education or training or vocational qualifications.
- You should apply as soon as you know where you're going to study. The sooner you apply, the sooner your support can start.
- We will ask for a new application every year, and as financial situations change.

PAYMENT OF THE BURSARY

The bursary is paid into your bank account in instalments, it might be paid 'in kind', which means instead of getting money you may receive lunch vouchers or work experience attire. You might get paid partly in money and partly 'in kind'. All payment queries should be directed to school. This is because the school is responsible for deciding, who is eligible for the bursary fund, as well as how much a student should be awarded, and when the payments will be made.

BANK ACCOUNT

As the payment is paid to the pupil directly it will be necessary for the pupil to have a basic bank account. This will allow BACS transfers and allow the pupil to withdraw money.

IMPACT ON HOUSEHOLD BENEFITS

If you're getting Disability Living Allowance or Personal Independence Payments and Employment Support Allowance or Universal Credit, **your parents will not get certain benefits for you such as child benefit. (This will equal a loss of £1248 at current rates)**

The bursary is not a substitute for other support such as Care to Learn, or Residential Support.

Getting other support does not mean you can't get a bursary. For example, if you get Care to Learn you may also get a bursary if you need help to stay in education.

RULES ON PAYMENTS

The bursary is to help pay for things you need to stay in education, items such as suitable work experience clothing and footwear as approved by the school, certain travel and course activities are acceptable items. The school is allowed to say what you should spend the bursary on. We are required to evidence all purchases and will ask for evidence in the form of receipts for what you've spent it on. These can be handed into the school office or emailed to admin@lexdensprings.essex.sch.uk

ATTENDANCE AND BEHAVIOUR

School expects 90 % attendance, compliance with all school behaviour policies and the Home / School agreement for your bursary payments to continue. These are rules you need to stick to so you can receive support from the bursary fund. If you don't stick to them, your payments will be stopped.

ILLNESS OR AUTHORISED ABSENCE

If you're ill or have an authorised absence, your education institution will tell you if this will affect your payments.

FRAUD

Declaration

If you or your parents or carers provide false or incomplete information on your bursary application, you may be committing fraud. Details of your application may be passed to the Department for Education or the police. You and your parents or carers could be prosecuted. School will ask you to pay back any payments you should not have had. As part of the assessment of your application school will do checks. We will ask you for further evidence. If that evidence is not provided, or results in a lower award being due, they may stop payments and ask you to pay back any payments you should not have had.

APPLICATION FOR Student Funding 2023/2024



16-19 Bursary Fund

N.B. Please read the 16-19 Bursary Fund Policy & Guidance BEFORE completing this form.

Part 1. Student Details		Student Number	
First Name(s)		Surname	
Date of Birth		Age on 31 st August 2022	
Home Address		Home Phone Number	
		Mobile	
Postcode		Number Email	
Part 2. Household Details			
Please state who you live with and their relationship to you			
Name	Relationship to you, e.g. mother/father	Are they employed	Age if under 16 years
Name of Parent/Guardian Contact Details		Work Number	Mobile Number
		Email	

Financial Assessment and Qualifying Benefits

To be completed by parent(s)/guardian(s) or if appropriate, the student

Please tick ALL that apply to you and provide SUPPORTING EVIDENCE. Evidence should be dated no more than 3 months old unless otherwise stated. It is YOUR responsibility to provide copies of the relevant evidence (see Notes).

DISCRETIONARY BURSARY

<i>learner is a dependant of someone who is on a low income or in receipt of a qualifying benefit</i>	Tick
Universal Credit (Evidence: Universal Credit Award Statement NO MORE THAN 3 MONTHS OLD)	
Tax Credits Working Tax Credits and Child Tax Credits (Evidence: Full copy of 2023/2024 Award Notice Letter NO MORE THAN 3 MONTHS OLD)	
Jobseeker's Allowance (JSA) – Low Income Benefits E.g. Income Support (Evidence: DWP letter within THREE months of application) –	
Carers and Disability - Employment & Support Allowance (ESA income related)/Personal Independent Payments (PIP/Carers Allowance) (Evidence: Letter dated within THREE months of the application)	
Guaranteed element of State Pension Credit (Evidence: Letter dated within THREE months of the application)	
Earned income with/without WTC but no other additional benefits (Evidence: three months' pay slips or six weekly pay slips NO MORE THAN 3 MONTHS OLD)	
Self-employed earnings with/without WTC but no other additional benefits (Evidence: Audited accounts or tax return)	

VULNERABLE LEARNER BURSARY

<i>learner who is in receipt of a qualifying benefit</i>	Tick
Learner receives Disability Living Allowance OR Personal Independence Payments in their own right, as well as Employment Support Allowance (ESA) OR Universal Credit (Evidence: Letters dated within THREE months of the application)	
Learner receives Income Support OR Universal Credit (Evidence: Award Statement NO MORE THAN 3 MONTHS OLD)	
Learner is in the care of the Local Authority OR Care Leaver (Evidence: Letter from Local Authority/Social Worker confirming current or previous looked after status)	

Additional Assessment Information

Tick

Learner received free school meals

(Evidence: letter from Essex County Council or school)

I need help with (please state what you plan to use the bursary for)

Part 3. STUDENT BANK DETAILS:																	
Full Name of Account Holder:																	
Name of Bank or Building Society:																	
Sort Code:									Account Number:								

Declaration

- I have read and understood the 16-19 Bursary Fund Policy & Guidance.
- I have provided relevant income/benefit evidence.
- I agree that, to the best of my knowledge, the information I have given is correct.
- I agree to provide to the school office with details of any changes in personal circumstances as they occur.
- I understand the continuation of any award is conditional on achieving an attendance of 90%
- I understand that all funds are discretionary subject to availability of funds and if demand exceeds the Lexden Springs allocation, reduced awards may be given.

In processing this application, we will store the data you have supplied both as part of this form and within our electronic systems and databases. It will be necessary for Lexden Springs to contact you by either email, letter or phone. You are asked to consent to this processing below. Should you refuse to consent, we will be unable to progress your application further.

- I confirm that I have read the notes on how my data will be stored and used and how I may be contacted, I give my consent for it to be processed in this way.

Signed _____

Date _____

Your application cannot be processed if you have not provided supporting evidence.

Forms to be returned with supporting evidence to the school office

