



**Kings Langley School**

Unlocking Potential for Life

# 16-19 Bursary Fund Policy

Date Agreed – September 2024

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## 1. Rationale

This policy exists to provide a framework for supporting our stated aim of “ensuring the happiness of every individual in our community” and to promote a climate which enables all students to flourish, regardless of ability, personal circumstances or special needs, and supports our desired outcomes of developing "strong character".

## 2. Purpose

- The key purpose of this policy is to ensure that all students in the Sixth Form are able to access the full range of educational opportunities on offer and that social or economic deprivation does not prevent any young person realising their full potential as determined by prior attainment.
- This fund will be distributed in a manner that provides eligible young people with financial support which directly enables them to access Sixth Form provision in **Kings Langley School**
- The school will use appropriate discretion and knowledge of each individual student to ensure that funds are carefully targeted and that "best value" is always realised.
- Allocation of support will be dependent on eligible students fulfilling specified criteria concerning attendance and success rates.
- The fund will not be used to fund any activity which is not directly linked to the student's education and will certainly not be used to subsidise other social benefits such as child care allowance.

## 3. Guidelines

The Bursary Fund has 2 elements, Level A and Level B: -

- **Level A - Full Bursary** (for the most vulnerable young learners):

You could get up to £1,200 if at least one of the following applies\*:

- you're in or recently left local authority care
- you get Income Support or Universal Credit because you're financially supporting yourself
- you get Disability Living Allowance (DLA) in your name and either Employment and Support Allowance (ESA) or Universal Credit
- you get Personal Independence Payment (PIP) in your name and either ESA or Universal Credit

**\*IMPORTANT - Funding does not automatically continue into Yr13 from Yr12, unless a self-declaration form is signed and submitted to the sixth form.**

- **Level B - Discretionary Bursary**

The school will use its discretion to make awards in ways that best fit the needs and circumstances of identified students. These awards will always be targeted to students facing financial barriers to participation such as the costs of transport, school meals (inc. emergency meal support), books and educational equipment.



## Priority 1

**This bursary will be targeted at students whose household income is below £20,000**

To show eligibility for this level of funding you must provide:

- Evidence of household income e.g. P60, benefit statement, Universal Credit award statement or evidence of self-employed income
- Other means tested certification
  - a. Free school meals entitlement
  - b. Students who have an EHCP in place

## Priority 2

If there is sufficient funding available after allocating Priority 1 funding, we may be able to allocate funding towards students who face some financial barrier to participation in educational activities.

**This bursary will be targeted at students whose annual household income is below £25,000**

To show eligibility for this level of funding you must provide:

- Evidence of household income e.g. P60, benefit statement, Universal Credit award statement or evidence of self-employed income
- Other means tested certification
- Evidence of Free school meal entitlement in the previous 6 years.

*The school is free to determine the scale of discretionary bursaries and the frequency of payments for all awards. It is vital that the School is able to verify that "best value" is being obtained.*

## 4. Eligibility

- A student must be aged under 19 on 31st August in the academic year in which they start their programme of study. In general, bursaries will only be paid to students in Year 12 and 13.
- The most vulnerable young people will be eligible for a Bursary at Level A of at least £1200 per annum. The school will need appropriate evidence of all eligible students in this category. This typically might include a letter setting out the benefits to which the young person is entitled and written confirmation of the young person's current or previous looked-after status from the Local Authority or appropriate care service.
- Students who are eligible for support under Level B bursaries will likely include those students entitled to free school meals and those where there is evidence of families receiving additional forms of income support.
- In all cases, the Sixth Form Team will use discretion in recommending students for individual financial support. Such recommendations will take into account changing family or other personal circumstances and will be responsive to all needs including those which may only be temporary.

## 5. Allocation of Funds

- Students will be asked to apply for either Level A or B funding using the application form (Appendix A). This form will be confidential and it is anticipated that some students will be



invited to apply for financial support due to the school's prior knowledge of their personal circumstances.

- Within 5 working days of receiving an application, the school will inform the student of the exact level of support they can expect to receive over the academic year.
- This proposed turnaround period is to allow each student to make an informed decision in good time. The statement of intended support provided to the student will also include explicit reference to any portion of support that might be discretionary. In addition, the statement will clearly outline all expectations on the student, for example,
  - **There must be no unauthorised absences during the school day**
  - **There must be an acceptable level of behaviour**
  - **There must be an acceptable level of achievement and attitude to learning**, including the requirement to meet any coursework or assignment deadlines.
- Any distribution of funding must be authorised by the Headteacher or an appropriate member of the Senior Leadership Team.
- Payment will be made by BACS transfer to the young person upon completion of a completed and signed 'Request for 16-19 Discretionary Bursary Funds' (Appendix B).
- A student may request support for a specific need enabling them to access the Sixth Form provision. Examples are set out in Appendix D.
- The allocation of Bursary Funds will be monitored by the Governors' Resources Committee applying the same "best value" criteria used for all financial monitoring of the school's activities. The Governors will also require the Headteacher to ensure that all centrally received Bursary Funds are dispersed to support eligible young people on roll and are not diverted to other needs.
- As with all aspects of the school's provision, any young person has a right to challenge any decision about funding levels via the school's documented complaints procedure.

## **6. Appendices:**

### **APPENDIX A**

Registration for 16-19 Bursary Scheme form to be included

### **APPENDIX B**

Request for 16-19 Discretionary Bursary Funds form to be included

### **APPENDIX C**

16 to 19 Bursary Fund Self-Declaration Form

### **APPENDIX D**

16 to 19 Bursary Fund checklist

### **APPENDIX E**

Appendix D sets out examples of areas of support that may be made in exceptional circumstances to students eligible for a discretionary bursary, over and above the half termly payment. Any allocation would only be made on receipt of completed registration and request for discretionary bursary funds documentation.



**APPENDIX A**

**KINGS LANGLEY SCHOOL  
Registration for 16-19 Bursary Scheme**

**Please complete all details in full as your application cannot be considered without all the information.** Completing this form does not guarantee you a Bursary.

<b>Contact Details</b>	
Name _____	Form _____ Date of Birth _____
Address _____	
_____	
_____ Postcode _____	
Email _____	
Home phone _____	Mobile _____

Are you eligible for Free School Meals? Y/N
---

<b>Course Details</b>
Full details of course being studied including subjects: AS / A2 / A Level (Linear)
_____
_____

**Please complete either sections 1, 2 or 3 and enclose copies of the documents listed below or overleaf;**

**1. Is the parent/carer that you live with in receipt of the following?** (tick all that apply)

Income Support/Universal Credit or Income-based Job Seeker's Allowance	
Income Support & Employment & Support Allowance (ESA)/Universal Credit	
Child Tax Credit with taxable income of no more than £16,190 and not in receipt of Working Tax Credit	
Pension Credit (Guarantee Credit)	
Child Tax Credit, payable at a rate higher than the family element, ie more than £545	
Working Tax Credit, Housing Benefit or Council Tax Benefit	
Support under part VI of the Immigration and Asylum Act 1999	

**2. Are you living independently and in receipt of Income Support/Universal Credit:** Y/N



3. If the parent/carer that you live with is self-employed, and you are having financial difficulties and wish to register with the scheme, please provide a letter to explain your financial situation.

Your parent/carer will need to send copies of the following documents:

- Income Support/Universal Credit or Income Based Jobseeker’s Allowance letter – this must be dated within 28 days of your application;
- Or HM Revenue and Customs Tax Credit award notice (TC602);
- Or other welfare benefit such as Housing Benefit, Council Tax Benefit or Pension Credit;
- Or P60;
- Or SA302 form, with a copy of certified accounts (if you are self employed).

**Declaration**

I am/We are applying for Level A/Level B funding (please delete as applicable)

I / We declare that the information given above is true and correct to the best of my /our knowledge and that the school has the discretion to withdraw any funding if information is found to be false. I / We will inform the school immediately of any changes to my / our financial circumstances.

I / We agree to the conditions set by the school regarding attendance, punctuality, behaviour and standard of work.

**Student signature:** ..... **Dated:** .....

**Parent / Carer signature:** ..... **Dated:** .....

**Parent/Carer name in capitals:** .....

**Phone Number:** .....

*All payments will be made by bank transfer to the young person.*

**FOR OFFICE USE ONLY**

Level A/B \_\_\_\_\_

Date received \_\_\_\_\_

Approved

Declined

Letter sent home

Date \_\_\_\_\_

Signed \_\_\_\_\_



APPENDIX B

**KINGS LANGLEY SCHOOL**  
**REQUEST FOR 16-19 DISCRETIONARY BURSARY FUNDS**

<b>Name:</b>	<b>Form Registration:</b>
<b>I would like to request funding for:</b> <input type="checkbox"/> Books <input type="checkbox"/> Trips/visits <input type="checkbox"/> Travel <input type="checkbox"/> Exam Fees <input type="checkbox"/> Other (please specify) _____	
<b>I require this because:</b>  <i>You may need to attach receipt/evidence of payment for claiming reimbursement.</i>	
<b>Amount requested:</b>	<b>Date of request:</b>
<b>Student signature:</b>	
<b>Request supported by subject teacher:</b>	<b>Teacher's signature:</b>
<b>AUTHORISED by Head of Sixth Form/ SLT responsible for KS5</b>	
<b>Name:</b>	<b>Signature:</b>
<b>Payment made by BACS £</b>	<b>Date:</b>
<b>DECLINED by Head of Sixth Form/SLT responsible for KS5</b>	
<b>Name:</b>	<b>Signature:</b>
<b>Reason for request being declined:</b>	
<b>Student notified of authorisation or reason for request being denied by –</b>	
<b>Name of Member of Staff:</b>	
<b>Date:</b>	





**Appendix C**

**Yr13 Self-Declaration Form**

I am/We are applying for continued Level A/Level B funding (please delete as applicable).

I / We declare that the household circumstance declared for the previous academic year, for 16-19 bursary funding remains unchanged and the information previously provided (please contact us if you wish to receive a copy of your previous funding application) is true and correct to the best of my /our knowledge and that the school has the discretion to withdraw any funding if information is found to be false. I / We will inform the school immediately of any changes to my / our financial circumstances.

I / We agree to the conditions set by the school regarding attendance, punctuality, behaviour and standard of work.

**Student signature:** ..... **Dated:** .....

**Parent / Carer signature:** ..... **Dated:** .....

**Parent/Carer name in capitals:** .....

**Phone Number:** .....

*All payments will be made by bank transfer to the young person.*

**FOR OFFICE USE ONLY**

Level A/B \_\_\_\_\_

Date received \_\_\_\_\_

Approved

Declined

Letter sent home

Date \_\_\_\_\_

Signed \_\_\_\_\_



## **Appendix D**

### **16 to 19 Bursary Fund checklist (Guidance from the Education and Skills Funding Agency (ESFA) 2022-23)**

Kings Langley School will use this checklist when assessing student applications for support from the 16 to 19 Bursary Fund.

#### **Eligibility: All Bursaries**

- Student meets the age criteria.
- Eligible education provision.
- Student meets the residency criteria for post-16 provision.
- Evidence of eligibility has been retained.

#### **Bursary for defined vulnerable groups**

- Student falls within one of the defined vulnerable groups for example, in receipt of the specified benefits in their own right or in care/care leaver.
- Financial needs assessment carried out to confirm actual financial need and amount of support required. No student should automatically receive £1,200.
- Appropriate evidence seen and copies retained to confirm student's eligibility.
- Support awarded in kind (bus pass, meal vouchers, books or equipment purchased on student's behalf). Receipts should be retained.
- Award letter issued to student confirming the amount of support, what support will be made in-kind and payment conditions.

#### **Discretionary bursary**

- Evidence to confirm the student meets the institution's bursary fund criteria, including household income and statement of actual participation costs.
- Evidence of income and overall eligibility obtained, and copies retained.
- Assessment of student's actual financial needs carried out. **Block, blanket or flat rate payments are not permitted – the bursary award should reflect the actual costs the student has.**
- Support awarded in kind (bus pass, meal vouchers, books or equipment purchased on student's behalf). Receipts should be retained.
- Award letter issued to student confirming the amount of support, what support will be made in-kind and payment conditions.



## APPENDIX E

Area of support	How support may be provided in exceptional circumstances
Books and Equipment	The cost of books and /or equipment may be reimbursed on production of receipts, or books/equipment could be ordered directly by the sixth form team on behalf of the student.
Educational trips and additional course costs	A proportion of the cost of trips or other visits required to be undertaken by a student could be allocated.
Travel to and from School	Where possible, support would be provided through the purchase of travel passes/tickets on your behalf or a contribution made towards travel costs. In some instances it may be necessary to allocate money to a student to be used for travel.
Travel to universities for Higher Education interviews	Travel costs (or a proportion of these) may be covered for university visits, in particular for interviews where these form an essential part of the selection process. Travel costs will be reimbursed on production of receipts or at an agreed mileage rate.
Examination fees (including entrance examinations where relevant)	Where it is necessary for a student to sit examinations, for example university entrance tests, the examination fee/proportion of the fee may be reimbursed. Fees for public examination resits would not routinely be covered and would require the approval of the subject teacher/Sixth Form team.
UCAS application fee	The fee for making an application through UCAS may be reimbursed.
Clothing for school (in extreme circumstances only)	A small allowance may be allocated to a student for the purchase of clothing, but only in extreme circumstances.
Revision courses run by external agencies	In some circumstances, the course costs (or a proportion of these) may be reimbursed.
Other costs that directly support attendance at school	There may be other examples of where an allocation may be made. These will be assessed on an individual basis, based on information provided by the applicant.
Emergency Meal Support	To provide meal support on the days a student attends their study programme, for a student considered to be in real need, without undertaking checks on household income or gathering other evidence that would normally be required.