



LANGDON PARK SIXTH FORM

16-19 Bursary Funds Statement 2019-20

Purpose

We are committed to ensuring that every student is able to fully participate in their sixth form education, and that financial hardship is not a barrier to them doing so. We will ensure that funds allocated by the government and by the school to provide financial support to students aged 16-19 are distributed in a way that maximises impact and is fair, accessible and transparent. We will do so in line with ESFA guidance, noting the requirement that bursary support be tailored according to individual need rather than issued on a lump sum/group basis.

Targeted students

VULNERABLE GROUPS - funds drawn down from ESFA to support students in following groups:

- in care
- care leavers
- receiving Income Support, or Universal Credit in own right
- 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

DISCRETIONARY BURSARY – lump sum allocated to school by ESFA to support students who face financial barriers to their continued participation in education post 16.

Criteria set by school and determined each session depending on the number of applications to the fund and the nature of needs presented. Students entitled to free school meals will be a focus, but FSM entitlement is not an automatic guarantee that students will receive discretionary bursary. Individual allocation will be determined by school bursary panel. Distribution is dependent on students meeting high standards of attendance and conduct.

Staff roles and confidentiality

We limit the members of staff involved in the process in order to maintain high levels of confidentiality. Applications will be held securely, and information viewed only by people directly involved in administering the fund:

Bursary Distribution Panel: Matthew Farrow, Assistant Headteacher KS5
Sarah-Jane Gordon, Head of Sixth Form

Bursary Appeal Panel: Nicholas Langham, Headteacher
Kathrin Meinicke, School Business Manager

Financial administration: Kathrin Meinicke, School Business Manager
Kelly Costi, Finance Assistant

Award letters administration: Emma Cole, Central Support Manager

Processes

We have a duty to ensure that 16-19 bursary funds are distributed only to those in genuine hardship. We therefore require students to provide detailed information on their household income and their personal financial circumstances. We also have to ask students and families to sign a declaration when they apply for bursary support to confirm that the evidence they have provided is correct and complete to the best of their knowledge and belief. If a student's financial circumstances change, they must inform the school immediately. If they are assessed as no longer being in need of financial assistance, their support will be discontinued, and those funds will be retained in the bursary fund. In accordance with EFSA guidance, payments will be made 'in kind' rather than in cash wherever possible. Where a cash payment is made, this can only be paid direct to the student's own bank account. The school reserves the right to refuse any application for discretionary bursary on the grounds that there are insufficient funds.

This statement to be reviewed June 2010 and revised for academic year 2020/21 as appropriate.

A 16-19 BURSARY - VULNERABLE GROUPS

Eligibility

Students who meet the below criteria, and who have a financial need, can apply for a bursary for vulnerable groups.

The defined vulnerable groups are students who are:

- in care
- care leavers
- receiving Income Support, or Universal Credit 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
- 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

The bursary for vulnerable groups can pay up to £1,200 per year to a student participating on a study programme that lasts for 30 weeks or more. Funding for students in the defined vulnerable groups is held centrally at the Department of Education. The school is responsible for identifying and assessing a student's eligibility, so we must ensure we have seen appropriate evidence before we access this funding. The figure of £1200 is a maximum, and the school must only access the amount necessary to meet the student's financial needs. If the student falls into one of the categories above but is facing no financial difficulties, they would not be entitled to receive such funding.

Please see below details of appropriate evidence:

<i>category</i>	<i>evidence required</i>
In care	Written confirmation of the student's current or looked-after status from the local authority which looks after them or provides their leaving care services.
Care leaver	Written confirmation of the student's previous looked-after status from the local authority which looked after them or provides their leaving care services.
Receiving Income Support, or Universal Credit 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.	Income Support or Universal Credit Statement award notice.
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.	Benefits award notice(s) confirming DLA or PIPs award <u>and</u> Income Support or Universal Credit Statement award.

Timescales

Vulnerable groups bursary application deadline	29 October 2019
Panel meets and makes decision on request and amount	by 1 November 2019
School Business manager makes application to ESFA	by 8 November 2019
Any appeals heard and decisions issued by	15 November 2019
Distribution 1	November 2019
Distribution 2	December 2019
Distribution 3	January 2020
Distribution 4	March 2020
Distribution 5	April 2020
Distribution 6	May 2020
Distribution 7	June 2020
Distribution 8	July 2020

B 16-19 BURSARY – DISCRETIONARY BURSARY

Institutions make discretionary bursary awards to students to help them overcome the individual barriers to participation they face. This means to help with the cost of travel, to buy essential books, equipment or specialist clothing. These are items the student would otherwise need to pay for in order to participate.

Institutions decide which students receive a discretionary bursary. They set their own eligibility criteria but must comply with the eligibility conditions of the scheme set out by the government. Institutions must ensure that students are eligible for the discretionary bursary in each year they require support.

All decisions about which students receive a discretionary bursary and how much bursary they receive must be based on each student's individual circumstances and their actual financial need. These will vary from student to student, depending on, for example, their household income, the distance they need to travel to the institution and the requirements of their study programme. Institutions must not make blanket or flat rate payments to all students or to students in particular income bands without considering the actual needs of each student.

How we will manage bursary fund applications at Langdon Park in 2019/20

Any student may apply for support from the discretionary bursary fund. It is unlikely that a student who is not entitled to free school meals would be assessed as needing support from the fund, as we are required to prioritise those with the greatest financial need. However, we recognise that there may be times when a student may find themselves struggling financially even though they are not entitled to FSM. We also recognise that a student's circumstances and needs may change during the academic year. We therefore allow students to request ad hoc support at any point in the year, and keep some funds set aside as contingency for precisely this reason. The school reserves the right to refuse any application for discretionary bursary on the grounds that there are insufficient funds.

Timescales

Bursary application deadline	31 October 2019
Panel meet and issue decisions and outlines of support packages	21 November latest
Attendance, progress and conduct review point 1	end November
Distributions Term 1-2	
Any appeals heard and decisions issued by	6 December latest
Attendance, progress and conduct review point 2	March
Distributions Term 3-4	
Attendance, progress and conduct review point 3	June
Distributions Term 5-6	

How applications will be assessed

- Application forms must be completed and returned *with all the required supporting evidence* by the **deadline of Thursday 31 October**.
- The 16-19 bursary distribution panel will then meet to assess all the applications and decide how best to allocate the funds.
- Outcomes will be communicated privately to students by November 21st at the latest.
- Students must sign a bursary contract agreeing to maintain high standards of attendance (school target of 96%), progress and conduct in order to receive bursary funding. Performance against these targets will be reviewed prior to each distribution. If these targets have not been met, the bursary panel has the right to reduce the amount of the award for that period or withhold bursary support completely dependent on the particular circumstances of each case. If support is reduced/withheld, those funds will be retained in the 16-19 bursary fund and made available to others who may need it.
- If any student is unhappy with a decision taken by the bursary panel, they will have the right of appeal, and that appeal will be considered by the Headteacher and the School Business Manager.