

ROSEWOOD FREE SCHOOL

Title: 16-19 Bursary Statement

Lead Reviewer: Deputy Headteacher

Who this is aimed at: Whole School Community, particularly families of Learners aged 16-19

Version	Reason for Change
V1	New policy

Date Initially Implemented	September 2022
Frequency of review	Annually
Review due	September 2023

Policy Aims

Rosewood Free School aims to:

- Have clear and transparent process for the use and allocation of 16 to 19 Bursary Funds
- Make clear to families the type of support which is available and the means of applying for it
- Make clear to families the conditions for receiving the funds

Guidance

This policy is based on advice from the Education and Skills Funding Agency (ESFA) on the [16 to 19 bursary fund for the 2022 to 2023 academic year](#).

Roles and Responsibilities

The governing board has overall responsibility for approving and monitoring this 16-19 bursary fund policy, but has delegated this to the headteacher.

The headteacher is responsible for ensuring that staff are familiar with this 16-19 bursary fund policy, and that it is being applied consistently.

Our staff are responsible for implementing this 16–19 bursary fund policy consistently. The senior leadership team will provide staff with appropriate training in relation to this policy and its implementation.

Families are expected to notify staff and/or the headteacher of any concerns or queries regarding this 16–19 bursary fund policy.

How we use the Bursary Fund

Financial support is available to eligible students; see below for details of eligibility criteria.

The fund is intended to support students aged 16 – 19 in overcoming specific financial barriers to participation so that they can remain in education.

There are two types of 16-19 bursaries:

- Bursaries for defined vulnerable groups, and
- Discretionary bursaries

Where appropriate, we will use the fund to provide students with support to fund:

- Transport
- Equipment
- School Trips
- Emergency food
- Other essential costs

Eligibility Criteria for the 16 – 19 Bursaries

To be eligible for either bursary in the 22-23 academic year, learners must be at least 16 years old, but under 19 years old on 31st August 2022, in full time attendance at Rosewood, and legally resident in the UK.

Learners aged 19 or over are eligible only for a discretionary bursary if they:

- Are continuing on a study programme or course which they began when they were aged 16 – 18 years old, or
- Have an Education, Health and Care Plan

Learners may also be eligible if they are in a defined vulnerable group:

- In care
- Care leavers
- Receiving DLA, PIP or UC in their own right

Learners who meet the criteria for a bursary for vulnerable groups are not automatically entitled to a bursary. Learners will not receive the bursary if they do not have any actual financial need (for example, because their financial needs are met from other sources and/or because they have no relevant costs).

Where a bursary is provided, the funds will generally be up to £1,200 per year for programmes lasting 30 weeks or more. When calculating the amount, cases will be looked at individually and the

outcome based on a particular student's needs. Learners will only receive the amount they actually need to participate and will not automatically receive £1,200 if they do not need the full amount.

We can use our discretion, on a case-by-case basis, and provide more than £1,200 per year if such would be necessary in all the circumstances for the learner to remain in education. Any such additional payment will be paid either from our discretionary bursary allocation or our own funds.

We will provide this support for learners from the bursary fund by making payments in kind where possible. It will not be provided as regular payments for living costs.

Discretionary bursaries

In addition to the criteria outlined above, families can apply for a discretionary bursary on a learner's behalf if they satisfy one or more of the following criteria:

- In receipt of Pupil Premium or Free School Meals up to Y11
- Hampshire learner required to pay for Post 16 transport

Learners who do not satisfy the criteria above but who are able to demonstrate financial hardship arising from other reasons may also apply for a discretionary bursary.

In assessing any application for a discretionary bursary, we will consider:

- The level of household income
- The distance to travel between the learner's home and Rosewood Free School
- The number of dependent children in the learner's household

There is no set limit for the amount of discretionary bursary that can be awarded to learners. We will base all decisions around which learners receive a discretionary bursary, and how much bursary they receive, on each learner's individual circumstances and their actual financial need.

We will review the learner's eligibility position each academic year, and may request evidence for this if needed. Learners will only continue to receive a bursary if they continue to satisfy the criteria.

All applications for 16-19 bursaries must be supported by appropriate evidence. This may include:

- A copy of the Universal Credit, DLA or PIP award notice in the learner's name
- Identification documents
- Written confirmation of current or previous looked-after status
- A copy of the UC claim from the DWP

Application and Payment Process

Applications

Class teachers will highlight the availability of the 16-19 bursary as part of each learner's Y11 Annual Review, or, for new post 16 learners it will be highlighted by the Admin team along with their New Pupil Information pack. Families will be reminded to apply in the second half of the summer term for the following academic year.

Applications should ideally be submitted before 1st July prior to the academic year in which the bursary is required, to allow time for the school to assess the overall demand and to make awards on a fair basis.

However, we acknowledge that circumstances may change and therefore the application process will remain open for the whole school year.

Families will be notified in writing if their application has been successful, together with the amount of funding awarded.

If a family wishes to appeal the outcome of their application for a bursary, they must follow the school's complaints procedure.

Payment Process

Payments will be made to families directly if appropriate, or in-kind depending on the type of support awarded.

We reserve the right to withdraw or withhold payment if learners are not using the funding for the reasons the bursary was awarded. We will consider the impact of such an action on the family before taking this decision, and any decisions will be confirmed in writing.

Change in circumstances

If there are changes in circumstances which may affect eligibility for the bursary, families must notify the school without delay.

Record Keeping

Any paperwork and documents we retain for audit purposes will be kept securely, in line with our data protection policy, privacy notices and record retention schedule.

Monitoring arrangements

This policy will be reviewed by the Deputy Headteacher every year. At every review, the policy will be approved by the Headteacher and Finance Manager.

Related Documents

This document should be read in conjunction with other School Policies, including those relating to Post 16 Education and Finance.

Complaints

Anyone is entitled to make a complaint in respect of any breach of this Policy through the Complaints Procedure.

Appendix 1: Application form for the 16-19 Bursary

Dear Rosewood Free School

Application for 16-19 Bursary Fund

We would like to apply for a bursary on behalf of _____
(insert learner's name).

Amount requested: £_____.

Item or support funding will be used for: _____.

We confirm the following criteria:

_____ is eligible for this award because
(please tick all that apply):

- They are aged 16 – 18 with a financial need
- They are aged 19 but have an EHCP
- They reside legally in the UK
- They are in care or a care leaver
- They receive UC, DLA or PIP in their own right

Signed: _____ Date: _____

Relationship to learner: _____