

## Katharine Lady Berkeley's School Post 16 Bursary 2016-17

### 1. Introduction

The 16-19 Bursary Fund is paid by the Education Funding Agency (EFA) to Schools and Colleges so that they may provide financial help to students whose access to or completion of education might be inhibited by financial considerations.

Each school has been allocated a fixed sum of money for the 16-19 Bursary Fund. This will vary from year to year.

Students who are eligible must **apply by Monday 10<sup>th</sup> October** and must also supply the required evidence to support the application. This fund is designed to help support those young people who face the greatest barriers to continuing in education post 16. The fund has two elements: the Guaranteed Bursary for vulnerable young people and the Discretionary Bursary for young people facing financial barriers to participation. These funds can be used by the students to help pay towards the costs related to participation in full-time education, such as transport, educational visits, university open days, interviews, books and equipment.

### 2. Criteria and Eligibility

\*5% of the total funding available for 2016/17 will be held back for administration and 15% of the total funding will be held back for applications that are received after the deadline of 4<sup>th</sup> October (i.e. change of circumstances & new students). To be considered for the first round of bursary applications this deadline must be met.

**(A) Guaranteed Bursary:** These students will receive £1200 for the year based on enrolling on a Full Time (EFA funded) course and meeting the Student "Commitment Condition" stated below.

**Guaranteed Bursary** students are:

- Young people in care
- Care Leavers
- Young people **personally** in receipt of income support
- Disabled young people in receipt of Employment Support Allowance who are also in receipt of Disability Living Allowance

Please note: Original sources of evidence will be required by the school.

**(B) Discretionary Bursaries:** The remaining sum\* will be allocated as follows:

Eligible applicants are identified as falling under one of the three bands:

**Band A** – Students who have successfully claimed Free School Meals for the current academic year or whose Household income is less than £16,190.

Evidence could include: Original Local Authority letter/school transition data or P60, self-employment income statement, Universal Credit notice

**Band B** – Students whose home Household income is less than £20,817

Evidence could include: P60, self-employment income statement, Universal Credit notice

**Band C** - Students whose home Household income is less than £25,520  
 Evidence could include: P60, self-employment income statement, Universal Credit notice  
 Each band has a specific weighting multiple for a share of this fund as shown below:

Size of maximum payment depends upon the band, number of applicants and the total amount of funding available.

e.g.

Band	Weighting Multiple	No. of eligible students
A	3	a
B	2	b
C	1	C

### 3. Conditions of Funding

Students will be reviewed at the end of each month (re: their attendance, timekeeping and conduct) throughout the year. In order for the previous month's funds to be authorised, students must have **no unauthorised absences**.

Students who are eligible for this funding should be aware that the additional financial support they receive in the form of the grant must be used to help off-set costs directly linked to their education.

#### **Additional support for transport:**

Once applications have been submitted, students will be informed about the additional contribution that can be made to support transport and educational visits.

The allowance for transport will be based on a tiered system with two bands:

Band 1: students living less than 3 miles from the school who were entitled to/would have been entitled to free transport to and from KLB in Year 11.

Band 2: students living more than 3 miles away from school.

Distances will be calculated using AA Route Planner.

#### **Additional support for educational visits:**

The allowance for educational visits will be assessed after all applications are made and will depend on the trips linked to subjects studied.

Payments for transport and visits may be made straight a travel company, parent or the school's trip account as appropriate.

**Free School Meals:** students entitled to FSM will have an allocation of £3 available in the canteen each day.

Students will also be required to inform the school of changes in their financial circumstances.

### 4. In Year Applications

Applications after 10<sup>th</sup> October will be allocated from the contingency fund. An estimate of the "residual funds" figure will be made and the same criteria applied. This means that Discretionary Bursary allocations may vary according to the "residual funds" available during the year. Applications outside of the first application window will also be pro rata based on the student enrolment date and academic year.

Headteacher: Andrew Harris

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## **5. Procedure for Application**

To make an application, students/parents/carers should complete the application form and return this to Miss Khan. Students are advised to clarify that they have the correct evidence before submitting their application forms as inadequate evidence will not be accepted and the student may not then qualify for the first round of allocations, which will significantly reduce their eligibility payments.

Once the application form is complete with the evidence of eligibility attached, these should be placed in an envelope marked 'Private and Confidential' for the attention of Miss H Khan. The applications will then be logged and checked. Each claim will be considered and a decision made in accordance with the fund guidelines.

All information supplied will be treated in the strictest confidence throughout the process and all original documentation will be returned once the applications have been verified.

### **Important Notes**

- All funding awards will be made via cheque payment in the name of the Student.
- Students should ensure they have a bank account in their name through which to receive funds.
- If a partial allocation is made, the payments will be related proportionately.
- This is a year on year Government funded grant and awards to students therefore relate only to the period of said grant.

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## Bursary Fund 2016/17 Application Form

<b>Student's name</b>	
<b>Home address</b>	
<b>Contact number</b>	
<b>Email contact</b>	
<b>Date of birth</b>	
<b>Name and contact details of a parent or carer</b>	

### A) Vulnerable Bursary

- Young people in care
- Care Leavers
- Young people **personally** in receipt of income support
- Disabled young people in receipt of Employment Support Allowance who are also in receipt of Disability Living Allowance.

Please note: Original sources of evidence will be required by the school at the point of application.

### B) Residual Bursary Group (now select from one of the boxes below)

- Band **A** – Students who have successfully claimed Free School Meals for the current academic year or whose household income is less than £16,190.  
Evidence could include: Original Local Authority letter/school transition data or P60, self-employment income statement, Universal Credit notice

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- Band **B** – Students whose home Household income is less than £20,817  
Evidence could include: P60, self-employment income statement, Universal Credit notice
  
- Band **C** - Students whose home Household income is less than £25,520  
Evidence could include: P60, self-employment income statement, Universal Credit notice

Please indicate if you are looking to access support for transport and trips.  
Transport: what is your means of transport to school with which you would like support?

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Trips: which subjects are you studying? Are you aware of any trips at the moment?

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I have read and agree fully to the terms and conditions.  
I have attached original evidence as required.

Signed: ..... Date: .....

You will be notified whether your application has been successful. At this stage, we will also request bank details.