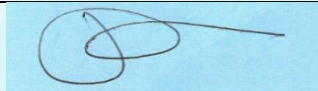


# Forest Way School

16-19 Bursary Fund

Name: GAIL SEATON

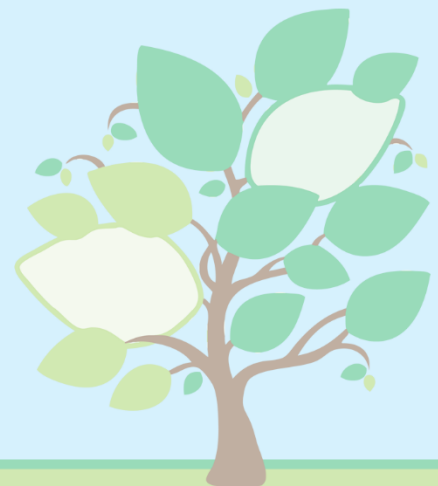
Signature:



Title: HEAD

Date: SEPTEMBER 2023

Next Review Date: SEPTEMBER 2024



Statutory

Non-Statutory

## 16 -19 Bursary Fund

### Background

The 16-19 Bursary Fund normally applies to pupils that have reached the statutory school leaving age i.e. 16. The aim of the fund is to eliminate the gap in attainment between those pupils from poorer families and more affluent backgrounds and to ensure that every young person participates in and benefits from a place in 16-19 education. Its purpose is to provide financial support to help students overcome specific barriers to participation, so they can remain in education.

The 16-19 bursary fund has two elements:

- £1200 a year for young people in the defined vulnerable groups
- Discretionary awards that fit the needs of pupils who face the greatest financial barriers to participation.

The defined groups eligible to receive the Vulnerable Person Bursary are:-

- in care
- care leavers
- receiving Income Support (IS), or Universal Credit (UC) 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 (DLA) or Personal Independence Payments (PIP) in their own right as well as Employment and Support Allowance (ESA) or UC in their own right

It is the provider's responsibility to identify young people who may be eligible for payment of the Vulnerable Person bursary. Appropriate evidence of eligibility must be obtained before payment can be made.

### Forest Way School Policy Procedures

Based on guidance issued by the Education Funding Agency, Forest Way School has allocated this money under the following policy:-

1. The majority of Forest Way School Post 16 pupils are in receipt of a Disability Allowance/Personal Independence Payments. However most pupils are not capable of living and supporting themselves and still reside with their parents/carers.
2. All of these pupils would be entitled to make a valid claim for Employment Support Allowance/Universal Credit.
3. If Forest Way School has Post 16 pupils that fall into the Children in Care (Looked after Children), care leavers vulnerable groups, these will also be eligible to receive up to £1200 support.
4. All parents/carers of Post 16 pupils have been informed of the 16-19 Bursary Fund and eligibility criteria in order to fulfill the provider's responsibility of identifying pupils' eligibility.
5. Vulnerable Person bursaries can be claimed directly from the Student Bursary Support Service who administer the fund on behalf of the Education and Skills Funding Agency and awarded to all pupils where evidence of both DLA/PIP and ESA/UC has been produced. Parents/carers will not be encouraged to apply for ESA solely to qualify for the £1200 bursary but advice and information will be given freely where enquiries are made.
6. In line with the change in administration of the Vulnerable Person bursary element a claim for each eligible pupil will be submitted to the Student Bursary Support Service on their behalf. Bursary funding can be drawn as required throughout the year.
7. Discretionary bursaries can be awarded where hardship/financial difficulties are identified. The available funding will be targeted towards those families most deserving within the overall. Any bursaries made will be targeted towards helping to keep the pupils in education. Typically a contribution towards transport costs and education/learning materials etc.
8. Evidence of the pupils' entitlement to a Vulnerable Person bursary (i.e. correspondence from the Department of Work and Pensions) confirming eligibility to DLA and ESA will be retained on file. Where a discretionary award has been made full details of the families' circumstances leading to the award being made will be kept on file.
9. Full records of evidence obtained and payments made would be maintained for scrutiny by external assurance, audit etc. The DWP do not issue letters on an annual basis confirming that payment of benefits are still being made. In all cases annually a declaration that both DLA/Personal Independence Payment and ESA/Universal Credit are still being paid will be obtained prior to the first annual award.

10. It is expected that all of the money received in respect of the 16-19 Bursary Fund would be allocated therefore providing the maximum benefit to our pupils, parents and carers. A small portion of the discretionary funding received will be retained to cover administration costs but no more than 5%.
11. In all cases where discretionary funding has been awarded the purpose of the award will have been to help overcome financial barriers to participation where help is needed to stay in education.
12. The above policy will be approved by the Headteacher and Governing Body of Forest Way School as fair and equitable means of distribution and meets the guidelines laid down by the Education Funding Agency.
13. 'Data will be processed in line with the requirements and protections set out in the General Data Protection Regulation'

## Analysis

<b>2011/12</b>	
Total Bursary Funding Received	33,314
Number of Vulnerable Persons Bursaries Awarded	12
Number of Discretionary Bursaries Awarded	17
Unused Allocation Carried Forward to 2012/13	6,789

<b>2012/13</b>	
Unused Allocation Brought Forward 2012/13	6,789
Total Bursary Funding Received from EFA	25,200
Number of Vulnerable Persons Bursaries Awarded	13
Number of Discretionary Bursaries Awarded	36
Unused Allocation Carried Forward to 2013/14	1,354

<b>2013/14</b>	
Unused Allocation Brought Forward 2013/14	1,354
Discretionary Funding received from EFA	5,758
Vulnerable Persons Funding	18,000
Number of Vulnerable Persons Bursaries Awarded	15
Number of Discretionary Bursaries Awarded	20
Unused Allocation Carried Forward to 2014/15	1,619

<b>2014/15</b>	
Unused Allocation Brought Forward 2014/15	1,619
Discretionary Funding received from EFA	6,728
Vulnerable Persons Funding	27,600
Number of Vulnerable Persons Bursaries Awarded	23
Number of Discretionary Bursaries Awarded	19
Unused Allocation Carried Forward to 2015/16	1,360

<b>2015/16</b>	
Unused Allocation Brought Forward 2015/16	1,360
Discretionary Funding received from EFA	6866
Vulnerable Persons Funding	18000
Number of Vulnerable Persons Bursaries Awarded	16
Number of Discretionary Bursaries Awarded	20
Unused Allocation Carried Forward to 2016/17	3731

<b>2016-17</b>	
Unused Allocation Brought Forward 2016/17	3731
Discretionary Funding received from EFA	6866
Vulnerable Persons Funding	18000
Number of Vulnerable Persons Bursaries Awarded	15
Number of Discretionary Bursaries Awarded	21
Unused Allocation Carried Forward to 2017/18	5462

<b>2017/18</b>	
Unused Allocation Brought Forward 2017-18	5462
Discretionary Funding received from EFA	6866
Vulnerable Persons Funding	14400
Number of Vulnerable Persons Bursaries Awarded	12
Number of Discretionary Bursaries Awarded	13
Unused Allocation Carried Forward to 2018-19	1744

<b>2018/19</b>	
Unused Allocation Brought Forward 2018/19	1744
Discretionary Funding received from EFA	4398
Vulnerable Persons Funding	12000
Number of Vulnerable Persons Bursaries Awarded	10
Number of Discretionary Bursaries Awarded	22
Unused Allocation Carried Forward to 2019/20	-1123

<b>2019/20</b>	
Unused Allocation Brought Forward 2019/20	0.00
Discretionary Funding received from EFA	4184
Vulnerable Persons Funding	7200
Number of Vulnerable Persons Bursaries Awarded	6
Number of Discretionary Bursaries Awarded	7
Unused Allocation Carried Forward to 2020/21	0.00

<b>2020-21</b>	
Unused Allocation Brought Forward 2020/21	0.00
Discretionary Funding received from EFA	3138
Vulnerable Persons Funding	4800
Number of Vulnerable Persons Bursaries Awarded	4
Number of Discretionary Bursaries Awarded	13
Unused Allocation Carried Forward to 2021/22	328

<b>2021-22</b>	
Unused Allocation Brought Forward 2021/22	328
Discretionary Funding received from EFA	5277
Vulnerable Persons Funding	7200
Number of Vulnerable Persons Bursaries Awarded	6
Number of Discretionary Bursaries Awarded	9
Unused Allocation Carried Forward to 2022/23	3541

<b>2022-23</b>	
Unused Allocation Brought Forward 2020/21	3541
Discretionary Funding received from EFA	
Vulnerable Persons Funding	
Number of Vulnerable Persons Bursaries Awarded	0
Number of Discretionary Bursaries Awarded	0
Unused Allocation Carried Forward to 2021/22	

3518 sept 22

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