

The Garth School 16 – 19 Bursary Fund Statement 2020/21

As part of the Government's initiative to close the gap in attainment between those from less fortunate and more affluent backgrounds they have set aside some money for schools and colleges to allocate to young people. This is called the 16 – 19 Bursary Fund which is broken down into 2 types of bursary, the Vulnerable and the Discretionary Bursary. It is intended to help with any education related costs e.g. meals during the day, access to resources or transport to and from school etc.

A student must be aged 16 or over but under 19 at 31 August 2020 to be eligible for help from the bursary fund in the 2020 to 2021 academic year

The Vulnerable Bursary – You can receive up to £1,200 if you are:

- In local authority care or you have recently left local authority care
- Receiving Income Support or Universal Credit because you are supporting yourself or financially supporting yourself and someone who is dependent on you and living with you, such as a child
- Receiving Disability Living Allowance or Personal Independence Payments in your own right as well as Employment and Support Allowance or Universal Credit in your own right

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

However, the School may decide that although a young person is eligible for a bursary they do not have any actual financial need in which case the application would be refused.

Students should only receive the amount they need and therefore will not be awarded the full £1,200 if they do not need the full amount.

Evidence of eligibility - For students who are in care or a care leaver, written confirmation of their current or previous looked-after status from the relevant local authority is required. This is the local authority that looks after them or provides their leaving care services. The evidence could be a letter or an email but must be clearly from the local authority.

If a student is in receipt of the specified benefits stated above, in their own name, then evidence of these need to be provided.

How the money is paid – If the application is successful the student will be notified of the amount to be awarded and this will then be paid directly into the student's own bank account.

The Discretionary Bursary

It is down to the School to decide whether you will receive a discretionary bursary, how much you get and what it should provide. At Garth School the discretionary money is

divided into 2 equal 'pots', used to help support students with 2 categories of additional expenditure:

1. Support with the costs of travel to and from school.
2. Support with funding equipment or residential or other trips for which a contribution is requested or one-off extraordinary expenses faced by families (eg transport to visit a child in hospital).

There is a limited amount of funding and the level of support that can be provided is dependent upon the total funding which is available to the school and the number of applications. The funding varies from year to year. Therefore, if a student is successful it is likely that they will only receive a contribution towards the transport and not the total amount. It will not be possible to support every application and as such priority will be given to those students from the families with the lowest household income and/or highest demonstrated need.

Eligibility - Students whose gross annual household income is below £16,191. Consideration will also be given to those whose income is between £16,191 and £30,000.

How to apply – An application form needs to be completed and returned to school as well as supporting documentation which provides evidence of household income. This can be evidenced by P60, evidence of self-employment or benefits award notices, those being the 3 most recent monthly award statements.

If successful– Successful applicants will receive notification of how much contribution they will receive towards their transport cost and this will be paid directly to the School Transport Department at Lincolnshire County Council unless transport is arranged through another provider. Other awards will be retained by the school (for activities where charges are incurred) or provided to families on presentation of appropriate receipts.

Confidentiality

The Garth School will ensure that applications are handled with the strictest confidentiality. For audit purposes, however, hard copies of all documentation for learner support will be kept for a period of six years. The information will be made available for audit purposes. Some records may be computerised but these will be held securely and in compliance with the Data Protection Act.

Decision Making

A School Panel consisting of a member of the Senior Management Team, a member of the Finance Team and the Home School Liaison Officer or a member of staff who knows the pupil or family circumstances will consider each application on its own merits. In extenuating circumstances the school reserves the right to make awards to individual students who do not necessarily meet all of the listed criteria. Bursaries will be granted based on the information provided. Funds will only be granted where a genuine need for assistance has been demonstrated. Not all applications will be successful. Students who apply after the budget has been allocated may not be granted an award.

All bursary payments will be linked to attendance.

The Appeals Procedure

An appeals procedure is in place to ensure that all learners who are unhappy about the decision made regarding their help from the 16 – 19 Bursary Funds are treated equally and are given the right to appeal, by writing to the Headteacher. Further complaints will be considered in line with the CIT complaints policies which can be found on the Trust website.

Equal Opportunities

No applicant will receive less favourable treatment on the grounds of age, disability, gender, race, religion or belief