

Tor View School

16-19 Bursary Fund (2017 – 2018)



Our Mission Statement

‘At Tor View together we inspire, learn, enjoy and achieve.’

Introduction

Tor View School and the Governing Body are committed to supporting young people in continuing their education post 16 and fulfilling their individual potential. Tor View is a large Special School that caters for pupils from 3 to 19. Pupils at the school exhibit a wide range of Special Educational Needs encompassing learning, sensory, behavioural and medical needs.

It is the aim of the school and the governing body to support the most vulnerable young people to participate fully in their education. Where appropriate the school is committed to ensuring that eligible students benefit from a 16-19 Vulnerable Bursary grant awarded by the Education Funding Agency (EFA). This grant is available for vulnerable young people, including those in care, care leavers, young people receiving Income Support (aged 18 years) and disabled young people receiving both Employment Support Allowance and Disability Living Allowance.

Who is eligible? – nominated vulnerable groups

- Young people in Care (see definitions below) or Care Leavers aged 16-19.
- Young people in receipt of Income Support or the equivalent Universal Credit (UC) in their own right.
- Young people in receipt of **both** Disability Living Allowance (or the new Personal Independence Payments) **and** Employment Support Allowance (ESA) (or Universal Credit as a replacement for ESA) in their own right.

Please note: If a young person claims ESA or UC in their own right the parents will not be able to claim Child Benefit.

Definitions of young people in Care

- Where a child is cared for by other adults as a result of a private arrangement made by parents the child is **not** classed as a ‘Looked After Child’ or a ‘Child in Care’.
- ‘Children in Care’ means children looked after by a local authority on a voluntary basis (Section 20 of the Children Act, 1989) or under a Care Order (Section 31 of the Children Act 1989). Section 22 of the Children Act 1989 defines the term ‘Looked After Child’.
- ‘Care Leavers’ means:
 - Young people aged 16 and 17 who were previously looked after for a period of 13 weeks consecutively (or periods amounting to 13 weeks), which began after the age of 14 and ended after the age of 16. In legal terms these children are called ‘Relevant children’ or ‘former relevant children’.

- Young people aged 18 or above who was looked after prior to becoming 18 for a period of 13 weeks consecutively (or periods amounting to 13 weeks), which began after the age of 14 and ended after the age of 16.

➤ Further information is available from the GOV.UK website

How will the Vulnerable Bursary money be distributed?

The Vulnerable Bursary equals £1200 per year per student attending a full time course. The funding is intended to support the continued education of the student. Therefore the school retains an element of the funding to ensure full access to the FE curriculum which includes:

- Access to an Annual Residential
- Independent travel training support
- Funding to support Community and Home Life Skills Training
- Admin costs
- Curriculum resources

For the 2017-18 year the retained element will be £450 per student. The remaining £750 will be paid to the student in 3 termly allocations of £250.

The bursary will be paid to the student at the end of each term if attendance and eligibility criteria are met. At the end of every term the attendance of eligible pupils will be verified. **Pupils must achieve at least 95% attendance** (unless medical evidence is provided indicating a serious medical condition) **with no unauthorised absences**.

A review process will be triggered to ensure that the original circumstances still remain. Once the school are satisfied that all the criteria continue to be met a payment of £250 will be made to the student's/parents/carers/guardians Bank Account by BACS transfer.

Any funding for a Vulnerable Bursary that is not allocated for the student is declared and recycled to support identified eligible students in the following academic year

Discretionary Awards

In addition to the fund paid to support students in the identified vulnerable group (see above criteria) the school receives a small Discretionary Bursary fund to be allocated as required to support other pupils where there is an identified need- challenging financial circumstances. In exceptional circumstances this fund can also 'top up' the payment made to a student in the vulnerable group. The current criteria for awarding a Discretionary Bursary funding is as follows:

- Young people aged 16-19 (Years 12-14)
- Previously eligibility for Pupil Premium or Challenging Financial Circumstances
- 95% attendance or more

Students must meet all criteria and funding will be shared equally by the number of eligible students. Funding will be used to subsidise a placement on the FE residential.

Monitoring and reporting

The Principal and Headteacher report through the Governors Finance and Premises Committee and the Full Governing Body on all matters relating to finance. Should a young person or family feel aggrieved about how their request for a bursary was handled they should follow the school's Complaints Policy which can be found on the school's website.

Additional Information can be found in:

www.direct.gov.uk/16-19bursary

Application for consideration of funds from 16-19 Vulnerable Bursary Fund 2017-18

Please ensure that you have carefully read the Tor View Bursary Policy before completing this application. Applicants are reminded that this form is for **consideration** only and does not guarantee entitlement.

We have to establish the number of students who have applied for financial support and then match with our funding. Consequently some students may not qualify for a 16-19 Bursary.

The deadline for applications is 30/09/2017

Students are reminded that their application will be treated in the upmost confidence and we would encourage students to maintain this confidentiality with other members of the school community.

Please return this application form, with the appropriate evidence in a sealed envelope for the attention of Kirsty Bright-Lees, Finance Assistant. Please indicate if you would like the school to return the evidence you have provided. All information disclosed will remain confidential.

Name of student:	Date of Birth:
Email address: (an email will be sent to inform you when the termly payment has been made)	Name of Bank: Bank account Name: Student Bank Account Number: Sort Code:
Does the student receive Income support?	Yes/ No
Is the student a Looked After Child or a Care Leaver?	Yes/ No
Does the student receive Income Support (IS)/ Universal Credit (UC) in their own name?	Yes/ No
Does the student receive both Disability Living Allowance (or the new Personal Independence Payments) and Employment Support Allowance (ESA) (or Universal Credit as a replacement for ESA) in their own right?	Yes/ No

If you have answered yes to the above you will need to send in additional evidence of the allowance that is dated within 3 months for IS/ UC and within 12 months for ESA and DLA showing name, address and benefit. This should be official evidence i.e a letter from Department of Work and Pensions/DWP. Evidence is not required for Looked after Child or a Care Leaver eligibility as this can be verified by the school.

I confirm that my son/ daughter will be at least 16 but under 19 years of age on 31st August 2017.

Parental signature

Name (please print)

Date