

### **Queensbury School Bursary Policy 2023/24**

Queensbury School is a special school for pupils aged 11-19. This policy relates to the ESFA 16-19 Bursary fund guide for 2023/24 to help support students with transport costs, meals costs, books & equipment costs, educational field trips and other course related costs. ***The bursaries cannot be used to support students for living costs.***

#### **The 16-19 Vulnerable Bursary Fund (Category 1)**

Queensbury School may award vulnerable bursary if the students who are eligible with the following criteria have a financial need:

- A student must be aged 16-19 years of age on 31 August 2023 to be eligible for help from the bursary fund in 2023-24.
- Accompanied Asylum seekers are not entitled to public funds; however, if they are destitute, they can apply to the Home Office for suitable housing and cash for essentials. As long as an asylum seeker has not had their application for asylum refused, institutions can provide in kind support such as books, equipment or a travel pass only.
- Unaccompanied asylum-seeking children do not receive cash support from the home office and are the responsibility of the local authority. They are treated as looked after children and are eligible for bursary under the vulnerable groups (in care) where they have a financial need
- The defined vulnerable groups are students who are:
  - In Care
  - Care Leavers
  - Receiving Income Support, **or** Universal Credit **in their own right** because they are 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) in the students own name **and either** Employment & Support Allowance (ESA) **or** Universal Credit
  - You get Personal Independence Payments in the students own right **and either** Employment & Support Allowance **or** Universal Credit
- Students must also continue to meet the following school criteria:
  - No change in household financial circumstances
  - Continued attendance of 92% per term at Queensbury School (unless there are extenuating circumstances)
  - Up to date with all portfolio's and coursework
  - Adhere to the Sixth Form Code of Conduct
- Only students who meet the criteria and have a financial need can apply. Students/parents must specify whether they have a financial need and what they need in-kind support / payments for.
- Queensbury School may decide that although the applicant meets the criteria because they are in one or more of the defined vulnerable groups above, they do not have any financial need. This might be because their financial needs are already met and/or because they have no relevant costs. Queensbury can refuse students applications on this basis. Similarly, applicants should only receive the amount they actually need to participate and not automatically receive £1,200 if they do not need the full amount.
- Payments can be made in part cash via BAC's directly into the students own bank account and in-kind payments such as books, equipment and a travel pass
- Any eligible awards will be split across the three terms: Autumn, Spring & Summer.

**The 16-19 Discretionary Bursary Fund (Category 2)**

Queensbury School may award discretionary bursary, to students who have a financial need and might not be able stay in education without financial assistance. The 16-19 discretionary bursary may be allocated to eligible students and is dependent on the amount of funding and number of applications received in the academic year, 5% of the total allocation will be retained by the school to cover administration fees.

**Eligibility Criteria for 16-19 Discretionary Bursary**

All applicants must be aged 16 or over but under 19 on 31 August 2023 and be on a course that is directly funded by the ESFA or publicly funded which leads up to & including a level 3 qualification accredited by Ofqual

Bursary Level	Level of in-kind Support / Amount of Payment	Criteria for eligibility	Criteria for Continued payment of Bursary
Level 1 (Priority)	Dependent upon the number of applicants and personal circumstances  *Any payments or in-kind support awarded are reviewed and paid on a Termly basis	<p><b>Gross household income must not exceed £16,190</b></p> <ul style="list-style-type: none"> <li>Income Support</li> <li>Income-based jobseeker’s allowance</li> <li>Child Tax Credits (You must not be entitled to working tax credits and household income must not exceed £16,190)</li> <li>Working Tax Credit Run-On (Paid for the 4 weeks after you stop qualifying for Working Tax Credits)</li> <li>Universal Credit</li> <li>Guaranteed element of State Pension Credit</li> <li>Pupil Premium student for academic year 2022-23</li> <li>Are entitled to free school meals and pay transport fees to attend education (Transport fees lower bracket £390)</li> </ul>	<ul style="list-style-type: none"> <li>No Change in household financial circumstances</li> <li>Continued attendance at Queensbury School 92% and above</li> <li>Adhere to the Sixth Form Code of Conduct</li> <li>Up to date with all portfolio’s and coursework</li> <li>Meet satisfactory progress against targets set</li> <li>Provide medical evidence for ill health absences</li> </ul>
Level 2	As per level 1 but lower value	<p><b>Gross household income between £16,191 - £25,000</b></p> <ul style="list-style-type: none"> <li>Pays or provides for school meals &amp; pays transport fees to attend education (Transport fees upper bracket £780)</li> </ul>	The criteria for continued payment of bursary are as outlined in Level 1
Level 3	As per level 2 but lower value	<p><b>Gross household income between £25,001 - £30,000</b></p> <ul style="list-style-type: none"> <li>Pays or provides for school meals &amp; pays transport fees to attend education (Transport fees upper bracket £780)</li> </ul>	The criteria for continued payment of bursary is as outlined in Level 1

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The discretionary bursary fund is designed to help students overcome student's financial barriers to participate that they face and ensure the funds go to those who genuinely need them

- Queensbury School reserves the right to pay pro rata for students who are eligible for bursary
- Queensbury School reserves the right to change the frequency dependent on individual circumstances
- Payments can be made in part cash and in-kind payments such as books, equipment, field trips and other course related costs
- Students/parents must specify whether they have a financial need and what they need in-kind support / payments for.
- Students and parents must sign the Bursary declaration to confirm; the evidence provided is correct and to state that they agree to and understand the terms and conditions set out in this policy.
- School can advise the terms of cash payments (i.e., must be used towards the cost of the BCC Transport Invoice)
- Proof of income / benefits must be submitted no later than **Spring 2024** when applying to claim discretionary bursary and the student's birth certificate must be received and recorded.
- Students and family should be made aware that if false or incomplete information is submitted, the matter may be referred to the DfE or the police. Any ineligible payments made would be sought for recovery

### **Receiving the 16-19 Bursary**

Students who meet the eligibility criteria will receive their bursary paid from Queensbury School 16-19 Bursary Fund either in kind (i.e., provided with access equipment / books) or directly into the students own bank account by BACs unless special circumstances apply i.e., Power of Attorney / Acting on Behalf of the student. Depending upon the school's discretion of individual need and payment type, any bursary payments will be paid on a termly basis on the condition that the eligibility criteria above is met each term. The 16-19 Bursary Fund is a limited fund, and the school will prioritise allocation in accordance with this policy. The School will not make any large or lump sum payments to qualifying students and discretionary bursary amounts may vary throughout the academic year.

### **Changes to circumstances**

A student and or parent in receipt of bursary must inform the School Administrator in the school office of any changes to family circumstances that may affect the support during the academic year.

Where a student's financial situation changes such as they are no longer entitled to benefits or the overall household income limit has increased, they must notify the school office in writing stating all relevant details as soon as possible. The school office will look into the changed circumstances and may require further evidence to support it. If the evidence submitted suggests that the student is no longer eligible to claim 16-19 Bursary Funds, the bursary payments from Queensbury School will cease with immediate effect.

Where a student falls into financial hardship and believes they may be eligible for 16-19 Bursary fund, an application can be made providing all evidence is submitted to support their claim; however, if the

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student does become eligible to receive funds the award cannot be backdated to the start of the academic year and will only be eligible from the date that the student applied.

### **Appeals**

Students have the right to appeal in all cases if it is felt that a payment has been withdrawn or withheld without justification. In the first instance the student should speak to the school office, if the student still feels they should appeal then the student must follow the school's complaints procedure which can be viewed on the school's website.

### **Require further information**

If you have any queries in relation to the criteria of the Bursary or completing and submitting your application and evidence, please do not hesitate to contact the school office on 0121 373 5731.

This policy was last reviewed on 21<sup>st</sup> September 2023 and will be reviewed annually