

PRINCIPLES

We aim to:

- Ensure that all students at Holland Park School, regardless of financial and social circumstances, can achieve and be successful.
- Adhere to the guidance laid out by the DfE for all institutions administering the 16-19 Bursary Fund in the 2019-2020 academic year.
- Ensure that the provision and process of application for financial support for students aged 16-19 is transparent.
- Ensure that all students are aware of their entitlement to claim for additional support (applicable to students meeting the criteria).
- Ensure that the provision of financial support is fair, consistent and best protects and enhances the academic development of students for whom the support is intended.
- Guide students towards best value-for-money in spending financial support.

PUBLISHED	Website		Pre-admission documentation		Student/Parent Planners		On Request	✓
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PRACTICE

1. FINANCIAL SUPPORT AVAILABLE TO STUDENTS

1.1. The Vulnerable Student Bursary of £1,200 for vulnerable students, is available to students in most need and who meet the criteria (as expressed below).

1.1. The Discretionary Bursary is available for students who meet the income and needs-based criteria (as expressed below).

1.2. Where possible, purchases in-kind will be made on a student's behalf, although the school recognises that in order to individualise support appropriately, alternative arrangements might be put in place.

2. CRITERIA AND CONDITIONS OF FINANCIAL SUPPORT

2.1. The Vulnerable Student Bursary

2.1.1 Those students defined as vulnerable will be eligible for a bursary of £1,200 a year.

2.1.2 Those eligible for a bursary must fulfil the at least one of the following criteria:

- Young people who are in care
- Young people who are care leavers
 - a young person aged 16 and 17 who was 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; or
 - a young person aged 18 or above who was looked after prior to becoming 18 for a period of 13 weeks consecutively (or periods of 13 weeks), which began after the age of 14 and ended after the age of 16
- Young people receiving Income Support, or Universal Credit 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
- Young people receiving Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right.

2.1.3 Some of the £1,200 may be allocated through in-kind payments, for example the purchase of travel passes or course material).

2.1.4 Allocation of full funds will be made on the basis of meeting the following agreed conditions:

- that students' attendance is equal to, or above 96%
- that students have an unauthorised absence rate of 0%
- that students are punctual to school and lessons each day
- that students meet the expectations of submission of academic work
- that students' behaviour meets the standards expected of them

2.1.5 The school will take into consideration mitigating circumstances, where medical or other documentation evidences reasonable and proportionate explanation for missing these targets. Students will be required to agree to these conditions on application for the fund.

2.1.6 Students aged 19 or over are not eligible for bursaries for vulnerable groups.

2.1.7 Evidence will be needed of students' eligibility for a bursary for vulnerable groups. This information will be retained securely by the school for auditing purposes until it is no longer required. It will not be passed to other bodies or organisations without permission.

- 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.
- for students in receipt of Income Support, a copy of their Income Support award notice. They must be entitled to the benefit in their own right and the evidence must confirm that the young person can be in further education or training.
- for students in receipt of Universal Credit, a copy of their Universal Credit Award notice. They must be entitled to the benefit in their own right and the evidence must confirm that the young person can be in further education or training. They must also provide additional documentation to confirm their independent status, for example a tenancy agreement in the student's name, a child benefit receipt, children's birth certificates, utility bills.
- for students receiving Universal Credit/Employment and Support Allowance and Disability Living Allowance and Personal Independence Payments, a copy of the student's Universal Credit or ESA award from DWP. Evidence of receipt of Disability Living Allowance or Personal Independence Payment, must also be provided.

2.2. The Discretionary Bursary

2.2.1 Discretionary awards change each year according to circumstantial variation. The amount awarded to students will be decided on an annual basis, taking into consideration the funds allocated by the Education Funding Agency and the changing circumstances of students.

2.2.2 The purpose of the Bursary is to ensure that students in financial hardship are able to continue participation and succeed academically; the amount students receive is individualised to enable this to happen.

2.2.3 There are two forms of assistance provided through the Discretionary Bursary:

- **Generic and regular financial support** for students who face the greatest financial barriers to participation for the use of regular outgoings. This may include money for transport and meals. Students must be able to provide evidence that the Bursary has been used to support these aims.
- **Specific support** available to students experiencing financial hardship for specified activities and objects applied for on a case-by-case basis. For instance, students might apply for a train fare to a university open day or for a text book to support independent study. A more comprehensive list is given below.

2.2.4 Allocation of full funds will be made on the basis of meeting the following agreed conditions:

- that students' attendance is equal to, or above 96%
- that students have an unauthorised absence rate of 0%
- that students are punctual to school and lessons each day
- that students meet the expectations of submission of academic work
- that students' behaviour meets the standards expected of them

2.2.5 The school will take into consideration mitigating circumstances, where medical or other documentation evidences reasonable and proportionate explanation for missing these targets. Students will be required to agree to these conditions on application for the fund.

2.2.6 Whether a student is eligible for access to the Bursary funding and how much funding they will receive will be determined by a ranged of evidenced factors. The evidence provided of financial hardship must be seen and copies retained by the school for students to receive money from the Discretionary Bursary. The following documentation will be taken into consideration when determining students' eligibility to receive support from either form of assistance. Students and/or carers will be required to provide this evidence, where applicable, although they may support their application with evidence not listed here. Students eligible for Free School Meals will have automatic entitlement to the Bursary funding. Students from lower-income families will have access to the bursary; the amount they receive will be connected to the other criteria listed and will be individualised to enable full participation in education.

- Receipt of, and eligibility for, Free School Meals
- Household Income as evidenced by P60/Tax Credit Award Notice / Self-Employment Income Statements / 3 months of Bank Statements/ 3 months of Universal credit statements
- Numbers of dependent children within the family home
- Distance from school
- Details of a young person's responsibility to provide care to a sick or disabled relative

2.2.7 The amount of money to which an individual student will be entitled varies annually based on the number of students who are eligible for the bursary and the specific barriers to participation. The total amount a recipient will receive will be calculated using the criteria listed above.

2.2.8 Efforts shall be made to ensure value for money is achieved on the use of the Discretionary Bursary, including the purchasing of equipment through existing arrangements with suppliers and through arranging the access to second hand books and equipment.

2.2.9 Money from the Discretionary Bursary shall be kept aside for students whose financial circumstances change dramatically throughout the year.

2.3 Generic and Regular Support

2.3.1 Students applying for generic and regular support will be entitled to funds for the following regular outgoing costs: meals, transport, equipment and books. Any regular payments will only be made to when circumstances demand it; decisions about the sum of money a student will receive are individualised and no flat-rate payments will be made.

2.3.2 Students will be required to attend a meeting to discuss value for money and planning their spending before money is allocated to students.

2.3.3 Students may be required to declare their spending to the school of their bursary payments.

2.3.4 Where possible, in-kind purchases will be made and deducted from the recipients total bursary fund to ensure value for money.

2.3.5 Should the financial circumstances of students change, the extent of discretionary support may adjust to match it. This may entail the discontinuation of payments midway through the academic year.

2.3.6 A sample of students may be required throughout the year to submit further evidence supporting their claim to regular payment. Where evidence is not provided or results in a lower award being due, the school may stop future payments and/or seek repayment of anything paid.

2.4 Support for Specific Objects and Activities

2.4.1 All students are entitled to apply for the above fund, even where they are not receiving regular and generic support. Students will still need to evidence financial hardship to secure support from this fund.

2.4.2 Students will need to provide evidence of their purchase and its cost. They should seek advice and gain agreement about its value for money from the member of the Leadership Team responsible for the Sixth Form prior to purchase.

2.4.3 Students make a specific application for each purchase from this fund.

2.4.4 The purpose of this fund is to support a specific academic aim and must be used, directly or indirectly for this end.

2.4.5 Specified activities and objects may include, but are not limited to: train fares to university open days; specific and significant texts or materials to support achievement on courses; fieldtrips where this is part of the course; attendance at, and/or travel to, masterclasses, workshops, revision programmes and taster days at universities and other establishments; access to subscriptions both electronic and paper (where individual access is better value for money and more appropriate than whole-school library access).

2.4.6 Students apply in writing for this fund. The school aims to make decisions about the allocation of funds within a reasonable time period and it seeks to respond with the greatest alacrity where the need is most pressing.

2.4.7 The school may decide to provide students with individualised resources (books, electronic equipment, classroom equipment) which it deems will improve the provision or attainment of students who are eligible for the bursary.

3. APPLICATION FOR FINANCIAL SUPPORT

3.1 All applications should be made formally in writing to the member of the Leadership Team responsible for the Sixth Form. They should state clearly the fund for which the student intends to apply. In the case of the Discretionary Fund, students should indicate which part of the fund they are applying for.

3.2 Supporting documentation must be attached to the application form (as listed above).

3.3 The school invites applications at the beginning of each half term with a published deadline. This deadline is intended to enable the school to assess the overall level of need from students and allocate funding appropriately. These are not absolute cut off dates; the speed with which applications made after these deadlines will be responded to will be dependent on the need of the student.

3.4 Students making an application for the bursary will be informed of the conditions of their application. In addition to the conditions outlined above, students will be required to sign a declaration of the integrity of the information and evidence provided. The school will investigate where it suspects information provided is false or incomplete and may report students to the Department for Education or the police and the school will seek to recover funds, as necessary.

4. ALLOCATION OF THE BURSARY

4.1 The school will take into account the following to determine whether a student is eligible for access to the discretionary bursary and ultimately the decision relating to eligibility lies with the Leadership team: household income (evidenced through Tax Credit forms, Universal credit documentation, P60 or 3-6 months' worth of bank statements); family circumstances; personal circumstances; distance from school; care responsibilities and free school meal eligibility.

4.2 The school may hold individual interviews in order to take into account personal circumstances. Students might be eligible for help from both the generic and specific support funds.

4.3 The school may carry out individual interviews with students eligible to receive the vulnerable students' bursary and the regular support payment to help them with budgeting and identify financial barriers that could be overcome through bursary funds.

5. ADVERTISEMENT OF FINANCIAL SUPPORT

5.1 Students will be made aware of the Sixth Form bursary on the school's website and through school publications. In keeping with the need for discretion, bursary application forms will be available through the Leader of Sixth Form, downloadable from the School's website and through the school's safeguarding officer. All students enrolling at Holland Park Sixth form will receive information about the bursary in their enrolment pack alongside an application form. Tutors will talk to students about the availability of bursaries and information about the bursary will be made available via text message during the autumn and summer terms.

5.2 The school will use the 'Key to Success' website to check if new students were in receipt of Pupil Premium funding in Year 11 or received SEN support to help identify students who may need help from the discretionary bursary if they do not actively ask for support.

6. PROVISION OF FREE SCHOOL MEALS

6.1 Any student who is not eligible for free meals but for whom the absence of regular meals is proving a barrier to the student's education may be entitled to access the discretionary bursary fund to pay for a meal in school.

6.2 In addition to the above provision, all students at Holland Park School are entitled to a free school breakfast.

APPENDIX: APPLICATION FORM

APPLICATION FOR FINANCIAL SUPPORT HOLLAND PARK - SIXTH FORM 2019-2020

Holland Park is committed to ensuring all students, regardless of financial and social circumstances can achieve and be successful. The completion of this application form marks the beginning stage of the process of application for financial support. This form is for funding for the current academic year only. **PLEASE RETURN THIS FORM NO LATER THAN FRIDAY 13th SEPTEMBER 2019**

Questions about the bursary funding should be directed to Benjamin Arnold, Leader of Sixth Form

LEGAL FORENAME:

LEGAL FAMILY NAME:

NATURE OF FINANCIAL SUPPORT

Students should select the nature of Financial Support for which they are applying. The three types of support have distinct purposes and applications may be more suited to one type than another. Students wishing to apply for more than one type of support should complete a new application form for every type of support they are applying for. Please tick **one** option from the list below.

VULNERABLE STUDENT BURSARY	This bursary is reserved for the following students: a) Young people who are in care b) Young people who are care leavers c) Young people who receive Income Support or the equivalent Universal Credit in their own right. d) Disabled young people who receive both Disability Living Allowance (or the new Personal Independence Payments) and Employment Support Allowance (or Universal Credit as a replacement for ESA) in their own right	<input type="checkbox"/>
DISCRETIONARY BURSARY: GENERIC AND REGULAR SUPPORT	This bursary is reserved for students for whom money is a barrier to full participation in education. The fund is intended for on-going expenditure, such as transport, meals, books and equipment. Regular payments will be made to the student and students will be required to evidence their expenditure.	<input type="checkbox"/>
DISCRETIONARY BURSARY: SPECIFIC OBJECTS AND ACTIVITIES	This funding is intended for specific items and activities, to support the students' academic continuation. It may include: train fares to university open days; specific and significant texts or materials to support achievement on courses; attendance at, and/or travel to, master classes, workshops, revision programmes and taster days at universities and other establishments. A one-off payment for the item or activity will be made.	<input type="checkbox"/>

SUPPORTING EVIDENCE

Please attach evidence to support your application. Evidence from category A is essential for applications made to the Discretionary Bursary. Missing or incomplete evidence may delay or inhibit the application. The submission of false or misleading evidence may lead to the application being rejected outright. Please list the evidence that has been attached to this application below.

A	<input type="checkbox"/>	Household Income as evidenced by P60/Tax Credit Award Notice; universal credit statements (3 months)
	<input type="checkbox"/>	Receipt of, and eligibility for, Free School Meals;
B	<input type="checkbox"/>	Numbers of dependent children within the family home;
	<input type="checkbox"/>	Details of a young person's responsibility to provide care to a sick or disabled relative;
	<input type="checkbox"/>	Letters from external agencies.
	<input type="checkbox"/>	Other. Please describe below.

STATEMENT FOR APPLICATION

This section is an essential part of the application form that enables applicants to make their case for financial support. It should address: the reasons why financial support is required; the ways in which financial support would alleviate barriers to academic success; the kinds of ways in which the financial support might be spent. It would be supported by some commentary on the evidence listed above. This statement must be written by the student. If necessary, please attach additional pages to this application form.

BANK ACCOUNTS

Students applying for regular support in payment need to provide **BOTH** evidence **AND** the details of a bank account which is **IN THE NAME OF THE STUDENT ONLY**. Regular payments will only be made through account payments. Students will need to maintain evidence of what they are spending their regular payments on and supply this when requested.

- Tick here to confirm you have attached a letter, statement or document from the bank account which shows: the students' name as account holder; the account number and sort code of the bank account

NAME OF BANK		ADDRESS OF BANK	
SORT CODE		ACCOUNT NUMBER	

DECLARATION

By signing this application form, I agree:

1. that the above information is an accurate and that I may be required to submit additional evidence mid-year to support my application. Should Holland Park School learn that false or incomplete evidence has been submitted, I understand that I may be reported to the Department for Education and that Holland Park School will seek the recovery of all payments.
2. that the purpose of each fund is to enable me to continue and succeed in post 16 education;
3. that I have read and understood the school' policy *Sixth Form Financial Support*;
4. that should my circumstances change, I must inform the school immediately and my payments may alter accordingly;
5. that I will repay any money overpaid should I leave Holland Park School after receiving payments that I was not due too.
6. that allocation of full funds will be made on the following basis:
 - that my attendance is equal to, or above 96%.
 - that my unauthorised absence rate is 0%.
 - that I am punctual to school and lessons each day.
 - that I meet the expectations of submission of academic work
 - that I meet all standards of behaviour expected of me.
7. I agree to attend a meeting to discuss the spending of this financial support.
8. I agree, when requested to declare how the financial has been spent.

SIGNATURE OF THE STUDENT		DATE	
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FOR SIXTH FORM ADMISSIONS USE ONLY

NOTES TO SUPPORT PAYMENT			
AMOUNT TO BE PAID	£	PER MONTH	START DATE
SIGNATURE OF AUTHORISATION (MEMBER OF LT)			DATE