



LANDAU
FORTE
ACADEMY
TAMWORTH
SIXTH FORM

Policy Name	Student Support Scheme 2019/2020 (Discretionary Bursary and Free Meals)
Policy Number	LFATSF/0009
Date of Issue	12 August 2019
Author	Greg Williams
Reviewed by	Lindsey Harper
Date next review	12 August 2020

Notes:

All policies issued across the Trust must be created from this Template

(1) The aim for the 16 to 19 Bursary Fund

The aim of the Bursary Fund is to remove barriers to learning and participation for those students identified as the most vulnerable, as outlined below, and for those students from lower-income families. The 16-19 Bursary Fund has two elements, the Vulnerable Student Bursary, and Discretionary Bursary.

(2) Vulnerable Student Bursary

Students that apply for and meet the eligibility criteria set out by the EFA will be eligible to receive a Vulnerable Bursary of up to £1,200 per year. This fund will be administered in a way that best fits the needs and circumstances of the individual.

Who is eligible to apply for Vulnerable Student Bursary?

To be eligible to receive a Vulnerable Student Bursary, students must be in one of the defined groups:

- Young people aged 16 and 17 in care;
- Care leavers aged 16, 17 and 18;
- Young people aged 16, 17 and 18 who are in receipt of income support, or Universal Credit in place of income support.
- Disabled young people aged 16, 17 and 18 in receipt of Employment Support Allowance and are also in receipt of Disability Living Allowance, or Personal Independence Payments.
- Students should meet the residency criteria set out in the EFA 2017 to 2018 Funding Guidance.
- Student should be participating in provision that is subject to inspection by a public body which assures quality and funded directly by the EFSA.

(3) Residency Qualifications

All applicants must meet the criteria in the ESFA funding regulations. This regulations can be found at <https://www.gov.uk/government/publications/advice-funding-regulations-for-post-16-provision>

(4) Free Meals in Further Education and Discretionary Bursary

In addition to the Vulnerable Support, a Discretionary Bursary is available to students who meet the criteria for Discretionary Bursary. Bursary awards are available to young people to help them overcome financial barriers and enable them to participate. The level of award is at the discretion of the Principal and is conditional on the student meeting agreed standards, such as good attendance, attainment and conduct.

Who is eligible to apply for Free Meals in Further Education and Discretionary Bursary?

- Students aged 16, 17 and 18 who reside in a household which has a taxable income of less than £30,000 for the previous tax year.
- Income Support
- Income-based Jobseekers Allowance (ESA)
- Support under part V1 of the Immigration and Asylum Act 1999
- The guarantee element of State Pension Credit
- Child Tax Credit (provided that they are not entitled to Working Tax Credit) and have an annual gross income of no more than £16,190, as assessed by HMRC
- Working Tax Credit run-on – paid for four weeks after you stop qualifying for Working Tax Credit.

(5) Additional Help

If you do not meet the criteria to receive FMFE or Vulnerable or Discretionary Bursary, but are experiencing difficulties that may mean that your/or your child's education may be jeopardized, please get in touch with us via bursary@lfatsf.org.uk.

(6) Distribution of Awards

For Discretionary Bursary awarded students, Landau Forte Academy Sixth Form will either purchase items on behalf of the student or payment will be made directly to the student via BACS upon receiving receipts for any equipment purchased.

Discretionary Bursaries support is available for any of the following:

- Meal Costs;
- Transport costs;
- Course specific Kit and Equipment;
- Support in purchasing 'Business Wear' and other clothing as required for study.
- Education Visits
- Extra-Curricular Tuition, which may include 1-2-1 tuition;
- UCAS costs;
- Travel and accommodation costs, as necessary, to support Post 18 destinations;
- Examinations fees, to include re-sit fees, requesting exam papers;
- Loans of electrical equipment to support successful completion of courses;

If you wish to apply for assistance with another item that is not included in the list above you should apply via bursary@lfatsf.org.uk. These items will be funded at the discretion of the Principal.

(7) Making an application for Bursary Funding

Students who are eligible for any Bursary funding are required to complete the Bursary Fund application form and return it in confidence to:

Bursary Department
Landau Forte Academy Sixth Form
Ashby Road
Tamworth
Staffordshire
B79 8AA

The application form must be completed by the person who claims the support payment in the household and all supporting documentation must be provided with the application form.

(8) Notifications of qualification for the Bursary

The Parent/Carer will receive a letter confirming the outcome of their application along with the awarded support allocation.

(9) Appeals

Any Parent/Carer wishing to appeal should do so in writing within 10 working days of receiving their letter of the outcome. All appeals should be made to the Principal.

Landau Forte Charitable Trust reserve the right to amend this policy at any time in line with ESFA funding regulations.

Landau Forte Sixth Form - Support Offer – 2019/20

Whilst attending Landau Forte Sixth Form, all students have access to the following support. Any student who feels that they would benefit from support, or has been identified as needing support but is unable to commit to the items below for financial reasons should review the Bursary Policy to identify any possible funding available.

Free/Subsidised meals	
Allowance £2.70 per day	Additional Allowance (at discretion of the Principal) £1.95 per day
Transport	
Fee is dependent on the location of the students' residence	
Kit and Equipment	
Such as: <ul style="list-style-type: none"> - Revision books - Course specific supplies - Course specific tools or equipment - Course specific clothing or protective wear - Computer equipment or software <p>The level of funding available for course specific kit or equipment will be at the discretion of the Principal.</p>	
Clothing – appropriate to needs	
Up to the value of £100	
Education Trips/Visits	
Dependent on the overall cost of the trip	
Extra-Curricular Tuition (1 hour session)	
1-1 Tuition	Up to £20 per session
Group Tuition (two or more students)	Up to £10 per session
Music Tuition	Up to £25 per session
UCAS Costs	
Dependent on fees charged by the University	
University Travel and Accommodation	
Dependent on location of the University	
Examination Fees	
Exam Re-Sits	Dependent on the qualification
Review of Marking	£40
Priority Review of Marking	£50
Return of Original Exam Paper	£12-£15
Loans of Electrical Equipment	
£100 deposit is required to loan any equipment.	

Application Form - Bursary Fund 2019/20

Completed Application Form and evidence must be handed in within four weeks of the student's start date. If presented later than that date, payments can only be backdated up to four weeks.

Learner Details					
Title:		Forename:		Surname:	
Date of Birth:		Age: (you must be 16, 17, 18 (and under 19) on 31/08/2019)			
Address Inc Post Code					
Telephone					
Email					
Have you the right of abode and been resident in the UK for the last 3 years?				Yes <input type="checkbox"/>	No <input type="checkbox"/>
Bursary Criteria					
To qualify, you must be aged 16 or over and under 19 on 31 August 2018 and meet the EFA's residency criteria. The bursary is paid to enable you to attend training with us and will only be paid if your attendance and behaviour meet the required standard.					
Vulnerable Bursary Criteria					
To qualify, you must fall into one of the below categories and produce the required evidence, as stated:					
Are you in receipt of Income Support or Universal Credit? (Evidence required: Income Support or Universal Credit Statement Letter).				Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you a Care Leaver or currently looked after in care? (Evidence required: a letter from your Local Authority).				Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you a disabled student in receipt of <u>both</u> Employment Support Allowance and Disability Living Allowance / Personal Independence Payments? (Evidence required: financial statement showing <u>both</u> ES and DLA / PIP).				Yes <input type="checkbox"/>	No <input type="checkbox"/>
Discretionary Bursary Criteria					
Your household income is one of the criteria which will help us to assess your application. If your TOTAL household income exceeds £30,000, you will not be eligible for a bursary payment.					
Please tick to indicate what type of evidence you have provided. If you cannot provide evidence, then we cannot process your application for bursary payments.					
P60	<input type="checkbox"/>	Income Support / Universal Credit (award letter)	<input type="checkbox"/>	Full TCAN Notice	<input type="checkbox"/>
Self-employed earnings (official tax return)	<input type="checkbox"/>	Other benefits / pension (award letter)	<input type="checkbox"/>	Wage slips for household	<input type="checkbox"/>
Please list the names of the household members and relationship to learner:					
Name:			Relationship to learner:		
The amount of financial assistance you will receive is dependent on your personal circumstances. It is intended to help you with the costs of overcoming any financial barriers you may have when attending learning. Using the table below, please tell us what you will need financial assistance for and how much you believe you will need for each day in learning. This information is strictly confidential and will only be used for this assessment purpose.					

	Please tick ✓
Meals	Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/>
Transport	
Kit and Equipment	
Clothing – appropriate to suit requirements	
Education Trips/Visits	
Extra Curricular Tuition	
UCAS cost (including travel and accommodation)	
Examination Fees	
Loan of Electrical Equipment	
Other	

Free Meals

Free meals are targeted at disadvantaged learners. For the purposes of eligibility for free meals in further education, 'disadvantage' is defined by learners being in receipt of, or having parents who are in receipt of, one or more of the following benefits:

- Income Support
- Income-based Jobseekers Allowance (ESA)
- Support under part V1 of the Immigration and Asylum Act 1999
- The guarantee element of State Pension Credit
- Child Tax Credit (provided that they are not entitled to Working Tax Credit) and have an annual gross income of no more than £16,190, as assessed by HMRC
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit (during the initial roll out of the benefit).

Are you claiming for a Free Meal? Yes No

Learners who claim the 'Free Meal' element may still be eligible to claim the Discretionary Bursary.

Bank Details

Please provide your bank details below, as printed on your bank card or statement. Bursary payments will be paid directly into learners' bank accounts only (by BACS). Please be aware that providers can choose to pay Bursary awards 'in kind' e.g. by purchasing any equipment required or providing learners with a travel pass.

A/c Name: _____ A/c No: _____ Sort Code: _____

Learner Declaration

- I declare the information on this form is true and accurate to the best of my knowledge. I have made this claim for Bursary payment, fully aware that any false statements can lead to withdrawal/refusal of any financial support and may leave me open to prosecution.
- I understand that if I refuse to provide information which may be relevant to my claim, the application will not be accepted.
- I understand that monies I receive under the Bursary scheme will be paid on condition of standards of attendance and behaviour, as explained in the Bursary Fund – Information for Learners. (<https://www.gov.uk/guidance/advice-for-young-people-16-to-19-bursary-fund-guide>).
- **Holidays will be unpaid**
- I will attend regularly and complete the course for which my Bursary is supporting me.
- When changes to my household financial circumstances occur (which may result in changes to my claim), I confirm that I will notify my Provider immediately.
- I will notify my Provider immediately with any changes to my Bank / Building Society details.
- I understand that any monies that I receive under the Bursary Scheme have been awarded to provide me with financial support to allow me to continue in learning, and if I leave learning, all financial support will stop.
- I understand that I do not have an automatic entitlement to Bursary payments, and all payments are based on the information I have provided.
- I am clear that the Bursary payments I receive are to provide me with the means to remain in learning and are to be used for items such as books, equipment, travel costs, meals, additional costs i.e. trips, miscellaneous course costs.
- I understand I have the right to appeal if I disagree with the outcome of my Bursary Application. This appeal should be made to my Provider, but if I feel I have not been treated fairly, I can follow the Academy Complaints Procedure.

I confirm that I have read the 'Bursary Fund – Information for Learners' which was given to me with this application.

Learner Signature: _____ Date: _____

Parent /Carer Signature: _____ Date: _____

FOR OFFICE USE ONLY
Assessment and Approval 2019/20

Learner Name:				DOB		
Eligibility – please tick appropriate box (✓)						
Vulnerable Bursary	<input type="checkbox"/>	<ul style="list-style-type: none"> • Those young people who receive Income Support / Universal Credit • Care Leavers or young people who are Looked After Children • Disabled young people in receipt of both Employment Support Allowance and Disability Living Allowance / PIP 				
Discretionary Bursary	<input type="checkbox"/>	<ul style="list-style-type: none"> • Young people facing financial barriers to participation in further education. Agreed standards of behaviour and attendance should be met 				
Free Meals	<input type="checkbox"/>	<ul style="list-style-type: none"> • Young people who qualify under the Guidance Rules and whose household is in receipt of one of the benefits criteria listed. 				
Outcome						
Assistance Requested			Assistance Granted ✓			
Meals			<input type="checkbox"/>			
Transport			<input type="checkbox"/>			
Kit and Equipment			<input type="checkbox"/>			
Clothing – appropriate to suit requirements			<input type="checkbox"/>			
Education Trips/Visits			<input type="checkbox"/>			
Extra Curricular Tuition			<input type="checkbox"/>			
UCAS cost (including travel and accommodation)			<input type="checkbox"/>			
Examination Fees			<input type="checkbox"/>			
Loan of Electrical Equipment			<input type="checkbox"/>			
Other			<input type="checkbox"/>			
Evidence						
Checked by:						
Print Name			Signature			
Date						
Evidence seen:						
Authorisation						
Application Approved?	Yes <input type="checkbox"/> No <input type="checkbox"/>					
Signed: (Principal)				Date		



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Date	10 August 2019
Change Made	Various
Made By	Lindsey Harper