



Lampton School

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Lampton School Bursary Policy

The Government has set aside some money for schools, colleges, training providers and local authorities to allocate to young people who need financial support to stay on in further education or training. This is called the 16-19 Bursary Fund. It could help you with any education-related costs that may arise during the school year, including essentials like a meal during the day or transport to school. Alternatively, you might need extra help to buy additional books, clothing or equipment for your course, or to pay for educational visits.

To apply for a bursary, you must be aged between 16 and 19 and in full-time or part-time further education or training.

There are three types of bursaries:

Level One - Vulnerable bursary	You could receive up to £1,200 if you are: <ul style="list-style-type: none">• in or have recently left local authority care;• disabled and you get Income Support in your own name;• disabled and you get Employment and Support Allowance (ESA) and either Disability Living Allowance (DLA) or Personal Independence Payment (PIP) in your name;• disabled and you get Universal Credit in your name in place of Income Support or ESA.
Level Two - Discretionary Bursary	For students whose gross household income is below £16,190 as assessed by HMRC Level Two Discretionary Bursary students will receive daily credit to their lunch cards to purchase food in school and support with travel costs where required. They will also be able to have items required for their course purchased on their behalf as well as be entitled to a discount on curriculum trips and other related costs up to an indicative value of £300, depending on the level of applications.



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Level Three - Discretionary Bursary

For students whose gross household income is between £16,190 - £25,000 as assessed by HMRC

Level Three Discretionary Bursary students will be able to apply to have items required for their courses purchased and will receive cost reductions on trips and courses, subject to meeting agreed attendance and punctuality targets up to an indicative value of £200, depending on the level of applications.

Hardship

If a student experiences extreme hardship during the academic year we would encourage them to apply for support via the Director of Sixth Form. Furthermore, if a student's financial circumstances change we encourage students to discuss this with the Director of Sixth Form.

Conditions of payment

All young people in receipt of a Bursary must meet punctuality and attendance requirements of 95% with no more than 3 lates in a week in order to ensure continued support. In addition, all young people in receipt of a Bursary must behave appropriately and submit work of an appropriate level and to required deadlines. If the young person does not meet these conditions, the School reserves the right to withdraw or suspend Bursary purchases. These conditions will not be additional to those expected of any young person within the School



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How to apply

All applications for a Bursary or to access the hardship fund should be made to Mrs Cooper with supporting evidence as detailed in the information for parents/ guardians/ carers

Appeals

If any young person or their parent/guardian/carer(s) are not satisfied with the outcome of their application, they should write to the Headteacher outlining their reasons why. If the appeal is upheld or partly upheld it will be referred back to the Director of Sixth Form with recommendations. If the appeal is not upheld the appealing party will be signposted to the School's Complaints Procedure.

Confidentiality

The applications and supporting evidence will remain confidential during processing, payment and storage. If it is necessary to obtain additional information to reach a decision, the young person and/or their parent/guardian/carer(s) will be told the reasons why this is necessary prior to sharing any information further.

Change of young person's financial circumstances

Any young person in receipt of a Bursary has a duty to inform the School should if their financial circumstances, or those of their parent/guardian/carer(s) change (e.g. increase in household income, Free School Meals being withdrawn for a sibling). This does not automatically mean any future Bursary payments will be stopped but would result in a review to determine whether the payments continue or be stopped and the funds redistributed.



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Appendix One - Evidence required to apply for Bursary

Vulnerable Group Bursary

To be eligible for a Vulnerable Group Bursary you must be in one of the following groups and be able to provide us with the evidence listed below:

Eligible Group(s)	Evidence Required
Students who are 'in care', or 'care leavers' i.e., young people who are, or have been, cared for by the Local Authority. Most care-experienced young people have, or will have had, a Social Worker.	A letter/email from the relevant Local Authority. This must be on headed paper, or from a local authority email address. Please see below for more details on how 'in care' and 'care leaver' are defined.
Students in receipt of Income Support in their own name or Students in receipt of Universal Credit in their own name	A copy of your Income Support award notice or A copy of your 3 most recent monthly Universal Credit award statements. (You should be able to print off details of your award from your online account).
Students in receipt of Disability Living Allowance or Personal Independence Payments in their own name as well as Employment and Support Allowance or Universal Credit in their own name	A copy of your 3 most recent monthly Universal Credit award statements. (You should be able to print off details of your award from your online account). Evidence of receipt of Disability Living Allowance or Personal Independence Payment, must also be provided.



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For the purposes of the 16 to 19 Bursary Fund, the definitions are:

- 'In care' means young people 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 leaver' means either:
 - 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.
 - A young person who is 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.



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To be eligible for **Level Two Discretionary Bursary** you, or at least one of the parent(s)/carer(s) you live with, must be in receipt of one of the following benefits, and be able to provide us with recent evidence as listed below:

Eligible Group(s)	Evidence Required
<p>You, or your parent(s)/carer(s), are in receipt of one or more of the following benefits:</p> <ul style="list-style-type: none">• Income Support• Income Based Job Seekers Allowance• Income Related Employment and Support Allowance• Child Tax Credits (whilst not receiving Working Tax Credits) with a gross annual household income of no more than £16,190• Universal Credit (with net earnings not exceeding the equivalent of £7,400 per annum) • Working Tax Credit Run On (paid for the 4 weeks after you stop qualifying for WTC)• Guaranteed Element of State Pension Credit• Support under part VI of the Immigration and Asylum Act 1999 <p>* If you live between two homes we only need information from the person you live with for the majority of the time. The address you give on your application must match the address we hold for you on SIMS, and match the address on any evidence you provide.</p>	<p>A letter / award notice confirming your entitlement to benefits from one of the following:</p> <ul style="list-style-type: none">• Job Centre Plus• Department for Work and Pensions• Her Majesty's Revenue & Customs e.g., your Tax Credit Award Letter for 2020/21 which shows your income from 2019/20. You must provide the full award letter. Any letter provided to us should be dated within the last 3 months. If your letter is older than 3 months, please provide a recent bank statement showing a relevant payment going in to your account within the last 3 months. Any letter provided must confirm the name and address of the person receiving the benefit(s).



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To be eligible for a **Level Three Discretionary Bursary** you, or at least one of the parent(s)/carer(s) you live with, must fall into one of the following eligible groups, and be able to provide us with recent evidence as listed below:

Eligible Group(s)	Evidence Required
<p>You, or your parent(s)/carer(s), are in receipt of one or more of the following benefits:</p> <ul style="list-style-type: none">• Working Tax Credit with a gross income of £25,000 or below per annum• Housing Benefit or Local Housing Allowance • Council Tax Reduction Scheme• Carer's Allowance <p>* If you live between two homes we only need information from the person you live with for the majority of the time. The address you give on your application must match the address we hold for you on SIMS and match the address on any evidence you provide.</p>	<p>A letter / award notice confirming your entitlement to benefits from one of the following:</p> <ul style="list-style-type: none">• Job Centre Plus• Department for Work and Pensions• Your Local Authority• Her Majesty's Revenue & Customs e.g., your Tax Credit Award Letter for 2020/21 which shows your income from 2019/20. You must provide the full award letter. Any letter you provide to us should be dated within the last 3 months. If your letter is older than 3 months then please provide a recent bank statement showing a relevant payment going in to your account within the last 3 months. Any letter provided must confirm the name and address of the person receiving the benefit(s).



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Eligible Group(s)	Evidence Required
<p>You, or you parent(s)/carer(s) are not in receipt of one of the benefits listed above for eligible group 1, but are employed or self-employed with a gross income of £25,000 or below per annum</p> <p>* If you live between two homes we only need information from the person you live with for the majority of the time. The address you give on your application must match the address we hold for you on the college system and match the address on any evidence you provide.</p>	<p>We need one of the following for each parent/carer*:</p> <p>The most recent 3 months' pay slips</p> <ul style="list-style-type: none">• P60 for the 2019/20 tax year• Evidence of self-employed income, e.g., tax return or accountants letter



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16-19 Bursary Fund 2020-21 Information for parents/guardians/carers

1. What is the 16-19 Bursary Fund?

The Government has set aside some money for schools, colleges, training providers and local authorities to allocate to young people who need financial support to stay on in further education or training. This is called the 16-19 Bursary Fund.

2. What is it for?

It could help students with any education-related costs that may arise during the school year, including essentials like a meal during the day or transport to school. Alternatively, a student might need extra help to buy additional books or equipment for their course, or to pay for educational visits.

3. Who is it for?

The 16-19 Bursary is targeted towards those young people considered most in need of financial support. The Government has identified a priority group of young people and have asked that Schools give priority to this group first and offer them a Vulnerable Bursary.

After this group has been considered, the School expect to have an amount of funding available for other young people in need of financial support. The School has set eligibility criteria to ensure the remaining funds go to those who are seen to need it most. Any young person who meets these eligibility criteria can apply for a Discretionary Bursary to help with the costs of studying.

4. What are the eligibility criteria?

Young people can apply for a Bursary if they are aged 16, 17 or 18 at 31 August 2020, meet the national residency requirements and can provide evidence as listed in Appendix 1.



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They can apply for a **Vulnerable Bursary (Level 1)** if:

- they are in or recently left local authority care;
- they get Income Support or Universal Credit in your own name;
- they get Disability Living Allowance (DLA) in your own name and either Employment and Support Allowance (ESA) or Universal Credit;
- they get Personal Independence Payment (PIP) in your name and either ESA or Universal Credit.

There are two tiers of **Discretionary Bursary**

Level 2

If your gross annual household income, as assessed by HM Revenue and Customs does not exceed £16,100 and/or; they or a brother/sister qualifies for Free School Meals (FSM).

- Students will have credit added to their lunch card to buy lunches
- Students will be able to request support with travel costs where required
- Students can request the purchase of items required for their courses such as lab coats etc. Please see Mrs Cooper for the list and details of how to buy.
- Students will be entitled to a 75% reduction in the cost of educational trips and other course related expenses such as exam fees and music lessons.

Level 3

If your gross annual household income, as assessed by HM Revenue and Customs does not exceed £25,000 then students:

- Students can request the purchase of items required for their courses such as lab coats etc. Please see Mrs Cooper for the list and details of how to buy
- Students will be entitled to a 50% reduction in the cost of educational trips and other course related expenses such as exam fees and music lessons – please see list for details

The school will keep back a small proportion of the Bursary Fund for exceptional circumstances for one-off payments or additional support.



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5. How can students apply?

To apply, they must complete the 16-19 Bursary Fund Application Form (available from Mrs Cooper, Sixth Form PA) and submit this to Mrs Cooper with the correct supporting evidence by 7th October 2020. For students whose circumstances change during the year later applications will be considered. They can apply for a Bursary at any point in the year but those applying before the date above will be given priority. Bursaries can only be awarded after this date if sufficient funds are available. The Bursary scheme will close when the funds allocated have been used.

6. Will the Bursary affect any benefits I may be receiving?

No, it will not affect any benefits or financial support you are receiving from elsewhere.

7. What evidence is needed?

All applications to access the 16-19 Bursary Fund must be supported by appropriate evidence. Copies of evidence shall be retained by the School to provide financial assurance as required. All evidence will be treated as confidential and destroyed within 1 year of the young person leaving the School. Please see the lists of evidence that can be provided for each level of Bursary

8. How do I find out more?

The 16-19 Bursary Fund Policy available on the school website provides further information, including details on eligibility criteria and supporting evidence needed, and your son or daughter can talk in confidence to Mrs Cooper if you have specific questions or need help or assistance in supporting your son or daughter to make an application. Further national information regarding the 16-19 Bursary Fund can be found on the Education Funding Agency website.