

**Key Stage 5**

**Provision**

Financial Support

for eligible students

**2021-2022**

**Free School Meals**

Students in Year 11 who are currently eligible for Free School Meals will need to **re-apply**  prior to the start of their first academic year in Key Stage 5

Since the introduction of Universal Credit, the eligibility criteria for Free School Meals changed and so to check if you are eligible and re-apply, contact the Free School Meal Team.

### **How to apply/Re-apply**

### Telephone 01772 531809 (Lancashire Students)

### Email [FSM.South@lancashire.gov.uk](mailto:FSM.South@lancashire.gov.uk) (Lancashire Students)

### If you are outside the Lancashire area please contact the Family Liaison Officer in school for details of other authority contact numbers. **A delay in applying could mean that school meals will need to be paid for until the application is processed.**

**Pupil Premium - Years 7-11**

School receives additional funding, known as Pupil Premium Funding to support students in Years 7-11 who meet a set eligibility criteria defined by the Government. **This funding stops at the end of Year 11.**

**16-19 Bursary Fund– Years 12-14 (Key Stage 5)**

To support students who need financial help to stay in education from Years 12-14 the Government provides a **bursary fund for 16 to 19 year olds.** As a school we must follow the 16-19 Bursary funding guide published by the Education, Skills and Funding Agency. (ESFA). There is an application form to complete and funding is awarded based on criteria for eligibility being met and **where there is an identified financial need.**

**Eligibility Criteria for the 16 to 19 Bursary Fund—All Bursaries**

**Refer to Checklist 1 in the Application Form– All students**

 A student must be aged 16 or over but under 19 at 31 August 2021 to be eligible for help from the bursary fund in the 2021 to 2022 academic year

 Attending eligible education provision– West Lancashire Community High School

 Meets the residency criteria– resident in the UK for the last 3 years

 Evidence of eligibility retained by school

**Discretionary and Vulnerable Bursary**

### **There are two types of bursaries: Discretionary and Vulnerable Bursary.**

### **Discretionary Bursary is** available for students from families with low household incomes and **where there is an identified financial need to support the student.**

### **The Vulnerable Bursary** is for students who meet the criteria of the **defined vulnerable group and where there is an identified financial need to support the student.** The vulnerable bursary is **up to a maximum of £1200** per year and is **allocated by the ESFA** and administered by West Lancashire Community High School.

**Discretionary Bursary– Eligibility Criteria**

**Refer to Checklist 2 in the Application Form-Discretionary Eligibility Criteria**

### Students are eligible for a Discretionary bursary if they meet one of the following criteria:

###  Entitled to free school meals

### All eligible students can make an application for a Discretionary Bursary, however priority will be given to those who have not previously received an award or are most in need of financial support.

### **Vulnerable Bursary- Eligibility criteria***–* **Set by ESFA**

**Refer to Checklist 3 in the Application Form-Vulnerable Eligibility Criteria**

### *Students who meet the eligibility criteria, and* ***who have a financial need****, can apply for a bursary for vulnerable groups. The defined groups reflect that these students are unlikely to be receiving financial assistance from parents or carers, so may need a greater level of support to enable them to continue to participate.*

### ***The defined vulnerable groups are students who are:***

### * in care*

### * care leavers*

### * 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*

###  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**

### **The Bursary Fund Committee will determine the amounts awarded for each award based on the criteria being met and evidence of need.**

**16-19 Bursary Fund– Costs associated with Key Stage 5 provision**

1. Lunch in Unit– Students in all classes prepare their own meals, usually one day per week. The charge is £2.50 per session.

2. Trips/Rambles/Duke of Edinburgh Expedition

**Applies to students in all Classes**

3. Resources to support individual pupil needs– includes books, equipment, ICT, independent bus travel and transport, community based work.

**Applies to students in all Classes**

|  |  |  |
| --- | --- | --- |
|  | **Maximum funding that can be applied for-dependent upon identified need** | |
| **Cost Type** | **Vulnerable bursary** | **Discretionary bursary** |
| Lunch in unit | Up to £100.00 | Up to £100.00 |
| Trips/Rambles/Duke of Edinburgh Expedition | Up to £150.00 | Up to £50.00 |
| Resources to support individual student needs | Up to £950.00 | Up to £50.00 |
|  | **Up to a maximum of £1200** per eligible student, per  academic year | **Up to a maximum of £150.00** per eligible  student, per  academic year |

### **West Lancashire Community High Funding Conditions**

### **Students will need to have their own bank account**. If they haven’t got a bank account, please let us know and we can advise and support you on your next steps.

### **Students must have 95% attendance.** There will be scrutiny of unauthorised absences. We have the right to withhold or reduce payments if attendance is below 95%.

### We acknowledge that students with prolonged identified medical needs may not be able to achieve this attendance target, however an attendance target will be agreed in advance of the bursary funding being granted.

###  **Students must have satisfactory attitude to learning**

###  **Satisfactory level of engagement in learning**

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### **Funding Payments**

### Students that are eligible and are awarded a bursary fund will receive termly payments into their bank account. This will be processed by the end of each term.

### **Next Steps**

###  Check that the student eligibility criteria is met—Checklist 1

###  Check that the eligibility criteria is met :

### Discretionary Bursary—Checklist 2 **or**

### Vulnerable Bursary—Checklist 3

###  Student/Parent to complete the application form and sign

###  Include in the application information on student need for Bursary funding up to the amounts specified in table on Page 5

###  Enclose a bank statement or letter showing evidence of Student’s bank account including:

### **Branch of Bank, Name of account holder, Account number, Sort Code**

###  Return the application form and supporting documents to school by

### **Friday 8th October 2021**

### All applications will be considered by the Bursary Fund Committee. The outcome of your application will be sent by letter by 5th November 2021

### **Further Information**

### We are holding a Transitions Coffee Morning on Friday 24th September 2021. If you would like more information on the Bursary Funding and to attend the meeting, please email Mrs Holcroft, Key Stage 5 Leader at

### Holcroft@westlancs.lancs.sch.uk