

CFS Protocol on the 16-19 Bursary Fund

1.0 This protocol has been adopted by Chingford Foundation School, based closely on guidelines from the Waltham Forest 14-19 Partnership which promotes fairness and consistency within the borough. This is also consistent the YPLA funding guidance which the school is duty bound to follow.

1.1 Chingford Foundation School accepts the principles agreed by the Association of Colleges which are set out below:

1.2 The purpose of the bursary is to:

- Support and retain students
- Promote a positive attitude to learning

1.3 The purpose of the bursary is not to promote individual institutions

- The bursary is based on attendance and punctuality
- The bursary should be applied fairly and consistently
- The process must be easily understood and accessible to young people
- The process should identify eligible students in a timely fashion
- The scheme should be designed to maximise the amount of the fund available to support students

2.0 The 16-19 Bursary Fund has two elements:

2.1 Vulnerable young people will be eligible to receive a bursary of £1,200 a year. Vulnerable young people are defined as: young people who are looked after (in care); care leavers; young people in receipt of income support (or Universal Credit) in their own name; and disabled young people in receipt of both Employment Support Allowance and Disability Living Allowance (or Personal Independence Payments).

2.2 Chingford Foundation School will also use its discretion to make awards to young people in ways that best fit the needs and circumstances of their learners. Discretionary bursary awards should be targeted towards young people facing financial barriers to participation, such as the costs of educational visits, school clothing / uniform, books and study equipment.

2.3 Agreed principles for exercising discretion:

- Regular attendance
- Punctuality

- Appropriate behaviour

3.0 PAYMENTS

- 3.1 Payments to young people due to receive a mandatory award (section 2.1) will be made direct to the young person's bank account by electronic transfer in monthly instalments.
- 3.2 Discretionary payments will be made by internal transfer in school or by direct payment for goods made to providers.

4.0 ATTENDANCE AND PUNCTUALITY

4.1 Learners with any unauthorised absence in any term will normally be disqualified from receiving bursary payments that term. In addition, where a student's authorised absence exceeds 6% in any half-term, or when students have been late more than 5 times in a half-term, they will normally be disqualified from receiving bursary payments that half-term.

4.2 Authorised absences are those authorised by Upper School managers in accordance with the school attendance policy.

5.0 PRINCIPLE OF ALLOCATION

5.1 Chingford Foundation School will market the Bursary fund information to young people through: assemblies, handbook, bulletins and the CFS website.

6.0 LEARNERS ELIGIBLE FOR MANDATORY BURSARY

6.1 Chingford Foundation School will seek to identify learners who are eligible for the £1,200 bursary. A Mandatory Award Claim form (see appendix B) must be completed each academic year. In addition evidence will be required. Examples of appropriate may include:

- a letter setting out the benefit to which the young person is entitled;
- written confirmation of the young person's current or previous looked-after status from the home Local Authority.

6.2 The CFS Bursary Committee will examine the application and arrange for a Funding Claim form to be submitted to the Learner Support Service who for consideration and subsequent release of funding.

7.0 DISCRETIONARY FUND

7.1 Support / subsidies may be made for the following reasons:

- Safeguarding: Payment of an award or allowance to overcome a difficulty that may pose a safeguarding risk (see section 8.0)
- Stability: Payment of an award or allowance to overcome an obstacle or difficulty that poses a risk to the young person continuing with their studies.
- Poverty: Payment of an award or allowance to overcome an obstacle or barrier caused by poverty e.g. lack of funds to enjoy enrichment opportunities afforded to their peers and that would be the normal educational expectation for that age group e.g. theatre trips.

7.2 Priority groups who may particularly be in need include:

- Young people with Learning Difficulty and Disabilities but who are not in receipt of Employment Support Allowance or Disability Living Allowance
- Teenage Parents who are not in receipt of income support
- Young Offenders

7.3 Discretionary awards will not be paid in cash or by transfer to bank accounts. Methods of provision include:

Provision	Method
Educational books / CDs (including study guides)	Purchased directly by the school and given or loaned to the student
Educational equipment (including Art materials)	
Clothing & shoes compatible with the Upper School dress code	
Educational Visits	Internal transfer / direct payment to provider
UCAS application fees	Direct payment made to UCAS
Transport to university interviews	Arranged with providers by finance office, or reimbursed to student afterwards on production of receipts

The above list is not an exhaustive list, but is used as an illustration.

IT IS IMPORTANT TO NOTE THAT IN THE ABOVE CASES, IT MAY BE THAT THE BURSARY FUND ONLY CONTRIBUTES A PROPORTION OF THE COST, WITH THE BALANCE STILL PAYABLE BY THE LEARNER.

7.4 Chingford Foundation School will aim to ensure that the bursary fund is spent gradually over the year. Nevertheless once the bursary money is spent, there can be no further payments.

- 7.5 Learners who may wish to claim discretionary support will be required to complete a Discretionary Support Application Form (See Appendix C) each academic year. Supporting evidence / documentation will be required with the form.
- 7.6 Any application will be considered by the CFS Bursary Committee to examine whether the claimant should receive support. A reduced level of support from the fund may be granted to those already in receipt of Free School Meals.
- 7.7 Before any student may benefit from the fund, they will be required to sign and honour a contract which states the standards expected by CFS and confirms the truthfulness of the evidence submitted on the form. They will also undertake to inform the Bursary Committee of any substantial or material change in circumstances.
- 7.8 Once it has been confirmed that a learner is entitled to Discretionary support, they may make specific requests (e.g. for trip subsidies / books / equipment as they arise). These requests will then be considered by Bursary Distribution staff without any further request for eligibility.

8.0 SAFEGUARDING

8.1 Chingford Foundation School notes that LBWF does not expect providers responsible for administering the fund to be answerable for safeguarding measures outside that of their institutions safeguarding policy.

8.2 Chingford Foundation School further notes that LBWF anticipates that the relevant agencies will adhere to and support young people in relation to safeguarding: For example, if a Young Person has an accommodation problem, LBWF would expect that the provider would signpost the young person through their pastoral care teams to the relevant agency within the borough to address this need. However LBWF would not expect CFS to be responsible for housing payments.

9.0 PROVIDER EXPECTATIONS

9.1 Bursaries should not be used by Chingford Foundation School for any purpose designed to give the school a competitive advantage over other post-16 providers, such as the provision of benefits or gadgets. Bursaries will not be used for:

- enrolment or administration fees imposed by the school, academy, college or training provider;
- fees for access to college facilities;
- block subsidy of canteens;
- block subsidy of transport;

- block provision of equipment, materials or books.

10.0 APPEALS

- 10.1 Appeals against the distribution of Discretionary funds by Bursary Distribution staff to those authorised to receive them (see section 7.8) will be heard by the CFS Bursary Committee. The decision of the CFS Bursary Committee will be final.
- 10.2 Appeals against the decision of the CFS Bursary Committee on whether any applicant successfully meets the criteria for support (see sections 6.2 and 7.6) will be heard by the CFS Bursary Appeals committee. The decision of the CFS Bursary Appeals Committee will be final.
- 10.3 No appeal in respect of a Discretionary award can be granted if the Bursary Fund has been exhausted.

11.0 REVIEW

- 11.1 This protocol will be reviewed by Upper School managers and Leadership Group termly during its operation.

September 2013

Appendix A	Composition of: Bursary Distribution Staff, CFS Bursary Committee and CFS Bursary Appeals Committee
Appendix B	Mandatory Award Claim form
Appendix C	Discretionary Support Application Form
Appendix D	Discretionary Support Notification Form

Appendix A

Bursary Distribution Staff

Role:

To be responsible for confirming orders / processing support for those who have been identified by the CFS Bursary Committee as eligible to receive Discretionary support. In effect this can include: deciding the proportion of any given trip / request that will be funded; deciding whether any given request is related to the educational development of the individual; whether the attendance / punctuality / behaviour standards have been breached by an applicant; etc.

Mr N Armsby
Mrs C De'Ath
Mr G Jenkins

CFS Bursary Committee

Role:

To be responsible for deciding fairly on whether applicants meet the criteria for support either as a Mandatory Awards or Discretionary Support
To consider appeals against the decisions of the Bursary Distribution Staff.

A quorum of two is required:

Mr N Armsby
Mrs C De'Ath
Mr G Jenkins

CFS Bursary Appeal Committee

Role:

To be responsible for hearing appeals against the decision of the CFS Bursary Committee on whether applicants meet the criteria for support either as a Mandatory Awards or Discretionary Support.

A quorum of two is required:

Mr S Baker
Mr N Taylor
A Director or Governor