

Hoe Valley Sixth Form
Post-16 Financial Support Policy
Published: September 2024
Due for review: September 2025
(or earlier if appropriate)

Scope

Hoe Valley Sixth Form recognises the financial challenges that post-16 study can present, and we are proud to be able to offer some support to those students that may need it the most. We offer several schemes, assessed through one single application process, and with slightly different eligibility criteria. We would invite students to apply by the end of September each school year, although we can accept applications later in the year in the case of a change in circumstances.

Funding

All post-16 financial support is funded by central government entirely separately from lower school funding, and we would therefore encourage students to reapply annually.

16-19 Bursary: defined vulnerable groups

Up to £1200 for students in financial need who are in care, care leavers, students receiving Income Support (or Universal Credit) in their own name and disabled students in receipt of both Employment Support Allowance and Disability Living Allowance or Personal Independence Payments. What you may receive depends on the costs you have and what you need for your course. This might include money for books, equipment or travel costs.

Acceptable evidence could include:

- Written Local Authority evidence of looked-after or care status, or of previous looked-after status.
- For students in receipt of Income Support who are financially supporting themselves / and someone who is dependent on them, a copy of the award notice in their own name.
- For students in receipt of Universal Credit who are financially supporting themselves / and someone who is dependent on them who is living with them, a copy of the award notice in their own name, plus a tenancy agreement in the student's name, a child benefit receipt, child(ren)'s birth certificate, utility bills etc.
- For students in receipt of Universal Credit or Employment and Support Allowance in their own right, a copy of the claim / award notice, plus evidence of receipt of Disability Living Allowance or Personal Independence Payments.
- Other relevant financial evidence relating to household income or circumstances.

16-19 Bursary: discretionary bursary

We may be able to provide help with specific requirements such as books, travel, equipment etc, for students whose taxable household income is less than than £26,000 and who can prove financial need. If you receive benefits such as Universal Credits or Tax Credits to enhance your income these are included in the £26,000 threshold. If rent is deducted from your Universal Credit, this will be included in our £26,000 figure. What you may receive depends on the level of need that you can demonstrate.

Acceptable evidence could include:

- Universal Credit, Income Support, or Employment and Support Allowance: all pages of the 3 most recent award statements showing earnings for each period.

- Disability Living Allowance, Carers Allowance, or Personal Independence Payments.
- P60 or 2 months' pay slips or 4 weekly slips dated within 3 months.
- Audited accounts or official tax return or tax credits showing self-employed income.
- Pension – official letter showing an ongoing pension.
- Council Tax Reduction – all pages of an official letter showing ongoing benefit.
- Child Tax Credit and Income above £16,190 per year – all pages of the tax credits award or bank statements showing 3 consecutive payments dated within 3 months.
- Entitlement to any other benefits – housing benefit etc.
- Details of any other income / earnings
- Other relevant evidence relating to household income or circumstances (please specify), e.g. in receipt of free school meals in Year 11, number of dependent children etc.

Free School Meals

Free meals are targeted at disadvantaged students. In this instance, disadvantage is defined as students being in receipt of, or having parents who are in receipt of, one or more of the following benefits:

- Universal Credit with an annual net earned income of no more than £7,400
- Income support
- Income based Jobseeker's Allowance (IBJSA)
- Income related Employment and Support Allowance (IRESA)
- Support under Part VI of the Immigration and Asylum Act 1999
- The guarantee element of State Pension Credit
- Child Tax Credit (with no Working Tax Credit) with an annual gross income of no more than £16,190, as assessed by HMRC
- Working Tax Credit run-on (paid for the four weeks after you stop qualifying for Working Tax Credit)

Acceptable evidence could include:

- Universal Credit, Income Support, or Employment and Support Allowance: all pages of the 3 most recent award statements showing earnings for each period.
- Disability Living Allowance, Carers Allowance, or Personal Independence Payments.
- P60 or 2 months' pay slips or 4 weekly slips dated within 3 months.
- Audited accounts or official tax return or tax credits showing self-employed income.
- Pension – official letter showing an ongoing pension.
- Council Tax Reduction – all pages of an official letter showing ongoing benefit.
- Child Tax Credit and Income above £16,190 per year – all pages of the tax credits award or bank statements showing 3 consecutive payments dated within 3 months.
- Entitlement to any other benefits – housing benefit etc.
- Details of any other income / earnings
- Other relevant evidence relating to household income or circumstances (please specify), e.g. in receipt of free school meals in Year 11, number of dependent children etc.

Application Process

All students will be invited to complete an eligibility form annually. On this form they should indicate the evidence they can provide, and originals must then be produced. The completed application will then be assessed by the school's finance team with eligibility checking for Free School Meals outsourced to Strictly Education, and a decision communicated as soon as possible.

Right of Appeal

If you feel that a decision has been made unfairly, you are invited to appeal to the Head of Sixth Form by emailing thesixthform@hoevalleyschool.org .

Evidence Handling

All applications to access the 16-19 Bursary Fund must be supported by appropriate evidence. Copies of evidence shall be retained by Hoe Valley to provide financial assurance as required. All evidence will be treated as confidential and destroyed after 6 years of the young person leaving the Sixth Form.