

# Knole Academy

## FREE SCHOOL MEAL AND BURSARY PROCEDURES

### CONTENTS

	<u>Page</u>
1. Introduction & Purpose	1
2. Free School Meals	2
3. 11-16 Bursary	2
4. 16-19 Bursary	4
5. Exceptional Circumstances	6
6. Bursary Panel & Appeals	7
7. Monitoring & Review	7

**Appendix 1 – Guidance for Free School Meals**

**Appendix 2 – 11-16 Bursary Application Form**

**Appendix 3 – 16-19 Bursary Application Forms**

**Appendix 4 – Current Members of the Bursary Panel & Key Contacts**

### **1. INTRODUCTION AND PURPOSE**

Knole Academy are committed to ensuring that support is available to parents/carers and students on low incomes and/or in receipt of benefits.

Support is targeted towards those students experiencing the greatest financial hardship and/or curriculum-related costs.

This guidance document provides **information for parents/carers and students about how to apply** for the following:

- Free School Meals (Years 7-13)
- 11-16 Bursary (Years 7-11)
- 16-19 Bursary (Years 12-13)

## **2. FREE SCHOOL MEALS ('FSM')**

The School supports applications for Free School Meals. These are funded annually through the School's general academy funding.

Students in receipt of Free School Meals will not be treated differently, and confidentiality will be maintained by the school. Any eligible student will be issued with a school cashless catering card and will be seen to 'pay' for meals in the same way as other students. However, in the case of students eligible for Free School Meals, the school will pay the catering company for the cost of either a main meal and dessert, or alternative menu choices of the same value, up to a total of £2.50 per day, the cost of a hot meal & dessert (as at September 2019).

If, as a parent/carer, you believe that your daughter may be eligible for Free School Meals, please review the eligibility criteria in Appendix 1. Regardless of where you live, you should contact Kent County Council, who will notify the School if you are eligible.

An online application form can be found on their website <https://www.kent.gov.uk/education-and-children/schools/free-school-meals> or you can contact them by telephone on 0208 770 6953. You do not need to do anything further **but you must let the council know if your circumstances change.**

## **3. 11-16 BURSARY**

### **3.1 What is it for?**

The School aims to provide **additional support** for those students in receipt of Free School Meals through the 11-16 Bursary. This is offered at the School's discretion and is funded from general academy funding (including Pupil Premium) .

Whilst the 11-16 Bursary is primarily aimed at students in receipt of FSM, the School will consider other situations under the arrangements set out in Section 6 'Exceptional Circumstances'.

#### **3.1.1 Uniform Costs**

The 11-16 Bursary is intended to support parents / carers with the costs of school uniform, up to a maximum of:

- a) The cost of a full school uniform when joining Knole up to a maximum of £200 (a uniform list is available on the Price and Buckland website)
- b) £75 in any subsequent year (Years 8 to 11 only).

Parents/carers should complete and submit the 11-16 Bursary Application Form in Appendix 2, and set out details of the request. This will be assessed by the Bursary Panel as soon as possible.

Before purchasing uniform, parents/carers must contact the school to discuss the items of uniform covered and ensure that appropriate arrangements have been made with the School's uniform

supplier (Price and Buckland). Please ask for the Student support Officer - details of how to contact the Student Support Officer are provided in Appendix D.

### 3.1.2 School Visits and School Events ('Enrichment Days/Week' Activities)

In the case of visits and events, it has been decided that where the School's enrichment programme activities are supportive of the school curriculum, funding will be provided for students in receipt of FSM. This is to ensure that students in receipt of FSM are able to participate fully in the life of the school.

The following indicates the activities for which there will be *no charge*:

- **Enrichment Day/Week Activities** – activities that are non-residential and UK-based are automatically fully funded. The dates and arrangements for each academic year will be communicated when available.
- **Theatre Visits** – curriculum related theatre visits & language plays in or outside school will be fully funded.

No further action is required in respect of the activities listed above. However, parents/carers and **students will need to sign up for the visit/activity** in the normal way, as indicated by the organisers at the time.

Parents/carers may also apply to the school for reimbursement of charges in respect of *other school activities and visits*, in whole or part, using the 11-16 Bursary Application Form in Appendix 2. Subject to funds being available, priority will be given to activities and visits most relevant to the curriculum being followed for public examinations. This will be assessed by the Bursary Panel, and the award of funds is solely at the discretion of the Bursary Panel.

### 3.1.3 Cost of Materials

The cost of essential curriculum materials will be considered for subjects such as Art, Photography, DT, Food Tech and Textiles. These need to be approved in advance by the subject teacher or Head of Department. Curriculum materials are those which are essential as part of the school's preparation for public examinations.

Parents/carers should complete and submit the 11-16 Bursary Application Form in Appendix 2 setting out details of the request. This will be assessed by the Bursary Panel.

## **3.2 Eligibility**

To qualify for an 11-16 Bursary, parents / carers must have a daughter who is:

1. In receipt of Free School Meals (FSM) **and**
2. A current student in Years 7 to 11, or be starting at the School the following term (in the case of new Year 7 students) **and**
3. Able to fulfil the following criteria:

- The student's level of unauthorised and unexplained absence from lessons in the previous year must be no greater than 5% (not applicable to students in Year 7). The school reserves the right to withdraw funding if attendance falls below 95%;
- Prolonged absence must be supported by medical evidence (if attendance falls below 95%);
- The student must keep up-to-date with all work commitments.

### **3.4 Application for 11-16 Bursary**

If you believe your daughter is eligible for an 11-16 Bursary, please complete the 11-16 Bursary Application Form in Appendix 2. Submit the Application Form to the School Office, marked 'For the attention of the Headteacher'.

### **3.5 Payment**

Following approval of an 11-16 Bursary for Uniform Costs, arrangements for payment will be made with the school's uniform supplier (currently Price and Buckland) and the supplier will invoice the school directly.

For all other 11-16 Bursary awards, arrangements for payments will be made individually, depending on the circumstances.

## **4. 16-19 BURSARY**

### **4.1 Eligibility**

The School encourages applications for 16-19 Bursary for students experiencing financial difficulties in accessing education in the Sixth Form. This funding is provided by the Education Funding Agency (EFA) and the School is regulated by the EFA in the administration of these benefits. Further information can be found on the following webpage: <https://www.gov.uk/1619-bursaryfund/overview>

To be eligible to receive a 16-19 Bursary, a student must be aged under 19 on 31st August in the academic year in which they start their programme of study and must satisfy Educational Funding Agency (EFA) residency criteria, and the following conditions:

- The student's level of unauthorised and unexplained absence from all lessons in the previous year must be no greater than 5%. The School's Attendance & Data Assistant will be required to confirm a student's attendance has been 95% or more during the previous academic year. The school reserves the right to withdraw funding if attendance falls below 95%;
- Prolonged absence must be supported by medical evidence (if attendance falls below 95%);
- The student must be up-to-date with all work commitments;
- The student must not have broken the terms of the Sixth Form Contract.

### **4.2 Three levels of 16-19 Bursary payment**

#### **4.2.1 Level One**

£1,200 per year

This bursary is for students in care, care leavers, students in receipt of income support and disabled young people in receipt of both Employment Support Allowance and Disability Living Allowance.

#### **4.2.2 Level Two**

Up to £800 per year depending on the funds available.

This bursary will be available for those students in receipt of Free School Meals.

Students may apply for funds for specific educational purposes (see below), in consultation with their subject teachers and Head of Department. The Bursary Panel will assess each claim and authorise payments up to the permitted maximum. No student will receive more than £800 per year.

#### **4.2.3 Level Three**

Up to £800 per year, funds permitting.

This bursary will be available to students with an 'identifiable financial need' who do not fall into Levels One or Two above.

Students may apply for funds for specific educational purposes (see below), in consultation with their subject teachers and Head of Department. The Bursary Panel will assess each claim individually and authorise payments.

### **4.3 Specific Educational Purposes**

The purpose of the 16-19 Bursary is to address financial difficulties in accessing education in the Sixth Form. Applicants must specify on their application forms which of the following they are applying for:

- Essential books and equipment relevant to the courses being studied and not already provided
- Educational trips relevant to the curriculum being studied.
- Transport costs (i.e. getting to school)
- Fees for university entrance tests, such as BioMedical Admissions Test (BMAT) and UK Clinical Aptitude Test (UKCat) and similar entrance tests
- Meals (note: this is not likely to be applicable if Free School Meals are available)
- Travel to university open days, or similar events

### **4.4 Application Process**

There is a two-step application process. The School aims to complete both stages as quickly as possible, and by no later than October Half Term.

#### **4.4.1 Step 1: Assessment of Eligibility**

Students should apply for a 16-19 Bursary as soon as possible after admission in September. The initial deadline (Autumn term) for receipt of applications is the **second Friday in September** and the Bursary Panel will aim to sit as soon as possible thereafter.

Applicants should complete the 16-19 Bursary Application Forms. The Parent /Carer and Learner Forms are applicable in all cases, together with the appropriate Level 1, Level 2 or Level 3 Form (see Appendix 3). Supporting documentation must be provided to establish financial need, as set out in the Application Forms.

Forms should be submitted to the Sixth Form Office, marked 'For the attention of Mr Russell Turner'.

The Bursary Panel will review all applications and determine the eligibility (or otherwise) of applications and the Level of any award to be made (ie whether the student should receive a Level 1, Level 2 or Level 3 award). Students will be notified as soon as possible.

Applications received later in the academic year will be reviewed subsequently, and subject to remaining funds being available. The 16-19 Bursary is funded every year via the Education Funding Agency. Once the funding has been allocated during the year, the School will not be able to make any further grants until new funding is received in the new academic year.

#### **4.4.2 Step 2: Detailed Budget**

Once a 16-19 Bursary award is confirmed, the Inclusion Assistant will consult with subject teachers, Heads of Department and the student's Form Tutor to determine the best package of support for their particular needs. The information that the student has already provided on the Application Form will be taken into account.

This is likely to include course related curriculum materials and text books, relevant visits & events, as well as other items specific to the needs of the student.

**In light of the information obtained from class teachers and Heads of Department, the Bursary Budget will be finalised at the discretion of the Bursary Panel.** The student budgets will be submitted to the Bursary Panel, which will sit for a second time, in late September/early October.

Once approved, School will organise the direct purchase of books and materials as necessary. Places will be requested on forthcoming visits and events. For directly incurred expenses (such as travel), arrangements will be put in place for payments direct to the student's bank account where appropriate.

#### **4.5 Declaration**

The application procedure requires that evidence is submitted of financial need. Students and parents/carers should be aware that if false or incomplete information is submitted, or if they do not tell us about any part of their income that is relevant, the matter may be referred to the Department for Education or the police. The student could face prosecution and we will seek to recover any payments for which the student is not eligible.

### **5. EXCEPTIONAL CIRCUMSTANCES**

The Academy recognises that it cannot cover every eventuality in this procedure. Therefore, in exceptional circumstances, parents/carers may apply in writing to the Headteacher for a discretionary bursary, outlining the specific circumstances with supporting documentation. A

decision will be taken by the Headteacher, at the sole discretion of the school and dependent on funds being available.

## **6. BURSARY PANEL & APPEALS**

### **6.1 Bursary Panel**

The Bursary Panel is responsible for deciding who receives the awards based on the criteria outlined herein. The Panel meets as set out in this document & as needed. For the forthcoming academic year, it comprises:

- Headteacher
- Senior Deputy Headteacher (Character and Culture)
- Deputy Head Sixth form
- Deputy Head KS3
- Student Support Officer
- Finance Director

### **6.2 Appeals Procedure**

Appeals relating to any bursary matters should be made to the Bursary Panel and addressed to the Headteacher in the first instance. Further and final appeals should be made to the Chair of the Governing Body.

## **7. MONITORING AND REVIEW**

This procedure is monitored by the Knole Leadership Team. Periodic reviews will take into account any changes in funding and allocation from the EFA.

Reviewed: July 2019

# APPENDIX 1

## FREE SCHOOL MEAL APPLICATIONS

### GUIDANCE FOR FREE SCHOOL MEALS

1. You may be eligible to receive free school meals if you have responsibility for a child who attends a school in Kent and you are in receipt of one of the following qualifying benefits:
  - Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)
  - Income Support
  - income-based Jobseeker's Allowance
  - income-related Employment and Support Allowance
  - support under Part VI of the Immigration and Asylum Act 1999
  - the guaranteed element of Pension Credit
  - Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
  - Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit.
  
- 2 If any of your entitlements to receive benefits stops at any time during the Academic Year **you must inform Kent County Council at once**. You may be required to pay the normal rate for all meals taken from the date your benefit stopped.
  
- 4 You must complete a new application for each child.
  
- 5 Should you wish to withdraw your child(ren) from Free School Meals you must notify the Borough and the School immediately. If you wish to re-apply, then you must complete a new application form and provide proof of your entitlement.
  
- 6 It is most important that you notify the School immediately of any change of address.

Details correct of July 2019 [www.Kent.gov.uk](http://www.Kent.gov.uk)

## **APPENDIX 2**

### **11-16 BURSARY APPLICATION FORM**

**To be completed by Parents / Carers.**

**Prior to completing this form, please read the 'Free School Meals & Bursary Procedures.**

**Please complete all sections and provide proof of your financial circumstances.**

**This application and all documents provided with it will be dealt with confidentially.**

**The completed application form should be returned to the Headteacher at the school address.**

## 11-16 Bursary Application

Full Name of Parent / Carer:	Mr / Mrs / Ms Other _____				
Full Address:				Postcode:	
Telephone Numbers:	Home:			Mobile:	
Relationship to Student:					
Full Name of Student:				Date of Birth:	
I am applying for an 11-16 Bursary for school visits and events		Details of request:			
I am applying for an 11-16 Bursary for school uniform		Details of request:			
I am applying for an 11-16 Bursary for essential curriculum materials		Details of request:			
<b>Declaration:</b> (Please sign the declaration below)					
My son/daughter is in receipt of Free School Meals and meets the eligibility criteria set out in the Free School Meals and Bursary Policy.					
<b>I declare that the answers to all the questions above are correct.</b>					
Signed:				Dated:	

## **APPENDIX 3**

### **16-19 BURSARY APPLICATION FORM**

**The Application Form comprises 4 pages that are required for every application:**

- (1) Learner Information**
- (2) Level of Funding Sought**
- (3) Specific Funding Requested, and**
- (4) Parent / Carer Information**

**Prior to completing this form, please read the 'Free School Meals & Bursary Procedures.**

**16-19 Bursary Application Form Part 1** (To be completed by the student)**Learner Details:**

Surname / Family name:			
First Names:			
Date of birth:			
Full Address:			
		Postcode:	
Email address:			
Home Phone:			
Mobile Phone:			

**Learner Bank Details:**

To receive payments, you must have a bank account in your own name that will accept BACS payments. If you do not have a bank account, you need to open one before completing this form.	
Name of Account Holder:	
Name of Bank:	
Branch:	
Sort Code:	
Account Number:	

**Learner Declaration:**

I confirm that the details I have given in the Application Forms are true and accurate. I also accept that if I have any unauthorised absences throughout the school day or effort and / or behaviour falls below acceptable standards so that parent / carer has to be called into school, funding may be removed.			
Learner Signature:		Dated:	

**16-19 Bursary Application Form Part 2** (To be completed by the student)

**Level of Funding Sought**

**Question 1: Are you eligible to receive a Level 1 Bursary?**

<p><b>I am eligible to apply for Level 1 funding (please circle Yes/No as appropriate).</b></p> <p><input type="checkbox"/> I am living in care</p> <p><input type="checkbox"/> I have just left living in care (care leavers)</p>	<p>Yes/No</p> <p>Yes/No</p>
<p>If you have answered Yes above (students who are in care or a care leaver), please provide written confirmation of your current or previous looked after status from the relevant local authority. An official letter from your support/key worker should be provided as evidence.</p>	
<p><b>I am eligible to apply for Level 1 funding (please circle Yes/No as appropriate).</b></p> <ul style="list-style-type: none"> <li>• I am in receipt of Income Support, or Universal Credit in place of Income Support, in my own name</li> <li>• I am in receipt of Employment and Support Allowance (ESA) or Universal Credit and Disability Living Allowance (DLA) or Personal Independence Payment (PIP) in my own name.</li> </ul>	<p>Yes/No</p> <p>Yes/No</p>
<p>If you have answered Yes above (students in receipt of qualifying benefits), please provide a letter from the Department of Work &amp; Pensions (DWP) that states the benefit that you (the student) are entitled to (you must be entitled to benefits in your own right).</p>	

**Question 2: Are you eligible to receive a Level 2 Bursary?**

<p>Is your total family income less than £25000 per year? <b>If yes then please provide some of the evidence listed below</b></p>	<p>Yes/No</p>
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**Question 3: Are you eligible to receive a Level 3 Bursary?**

<p><b>I wish to apply for Level 3 funding (please delete as appropriate):</b></p> <ul style="list-style-type: none"> <li>• My gross household income is below £35000 per annum (as evidenced below).</li> <li>• I am in receipt of benefits (as evidenced below)</li> <li>• I have another identifiable financial need (as explained below)</li> </ul>	<p>Yes/No</p> <p>Yes/No</p> <p>Yes/No</p>
<p>If you have answered Yes above, please provide details and supporting evidence (please tick)</p>	
<p>Wage slip</p>	<p>Award letter &lt; 3 months old on the date of application</p>
<p>Income Support, or Employment &amp; Support Allowance (income based)</p>	<p>Award letter &lt; 3 months old on the date of application</p>
<p>Job Seekers Allowance</p>	<p>Award letter &lt; 3 months old on the date of application</p>

Incapacity Benefit		Award letter < 3 months old on the date of application
Disability Living Allowance		Award letter < 3 months old on the date of application
Carers Allowance		Award letter < 3 months old on the date of application
Working Tax Credit/Child Tax Credits		Pages 1-4 of the most recent Tax Credit Award
Other Earnings (please give details)		Pay slips for the last 3 months and/or 3-6 months bank statements and/or P60 (as evidence of income)
<p>If you earn over £35000 but need financial assistance because of a particular family circumstance, please explain in the box opposite. You will need to state and provide evidence of total household income.</p>		

**16-19 Bursary Application Form Part 3 (To be completed by the student)**

**Specific Financial Support Requested**

**Question 4: What specific financial support do you need?**

Specific need	Subject being studied (please specify)	Estimated Cost (please specify)
<b>Essential Books &amp; Equipment (not already provided):</b>		
Subject 1:		
Subject 2:		
Subject 3:		
Subject 4:		
<b>Educational Visits (supporting the Curriculum):</b>		
Subject 1:		
Subject 2:		
Subject 3:		
Subject 4:		
<b>Transport (please specify):</b>		
<b>Travel to University Open Days:</b>		
<b>Fees for BioMedical Admissions Test (BMAT), UK Clinical Aptitude Test (UKCat), LNAT, (or similar)</b>		
<b>Other (please specify):</b>		
<b>TOTAL SUM REQUESTED</b>		<b>£</b>

**16-19 Bursary Application Form Part 3 (To be completed by Parents / Carers)**

**Parent/Carer Information:**

**Parent / Carer Details:**

Surname / Family name:			
First Names:			
Date of birth:			
Full Address:			
		Postcode:	
National Insurance Number:			
Home Phone:			
Mobile Phone:			

**Parent / Carer Declaration:**

<b>I confirm that the details on this application and the evidence provided are true and accurate.</b>			
Parent / Carer Signature:		Dated:	

All 4 pages of the 16-19 Bursary Application Form must be completed and submitted to the School Office, marked '16-19 Bursary Fund' 'For the attention of the Headteacher'.

## APPENDIX 4

### KEY CONTACTS

#### Knole Academy Key Contacts

##### Members of Bursary Panel

Position	Name	Email
Headteacher	Mr. David Collins	enquiries@knoleacademy.org
Senior Deputy Headteacher	Ms. Sarah Barnes	enquiries@knoleacademy.org
Deputy Head Sixth form	Mr. Russell Turner	enquiries@knoleacademy.org
Deputy Head KS3	Mr. Jez Major	enquiries@knoleacademy.org
Student Services Officer	Mrs. Tricia Hazelton	enquiries@knoleacademy.org
Finance Director	Mr. Keith Burton	enquiries@knoleacademy.org

##### School Address

Knole Academy  
Bradbourne Vale Road  
Sevenoaks  
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TN13 3LE  
01732 454608  
enquiries@knoleacademy.org

