

Appendix 1

Definitions: 'In Care' and Care Leavers'

The 16 to 19 Bursary Fund defines 'in care' as 'Children 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'.'

A 'care leaver' is defined as:

- A young person aged 16 and 17 who was 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; or
- A young person 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

The allocation of these funds will be subject to audit so All Saints Sixth Form will require proof that the application is genuine in the form of written evidence from the young person and her/his key worker. The academy will seek and retain copies of evidence from the young person, bearing in mind confidentiality. Appropriate evidence for students who are in care or a care leaver includes: written confirmation of their current or previous looked-after status from the relevant local authority. This is the local authority which looks after them or provides their leaving care services. This could be a letter or an email but must be irrefutably from the local authority.

Appendix 2

Income Support, Universal Credit, Personal Independence Payments, Disability Living Allowance

More detailed information can be found below:

- Income Support www.gov.uk/income-support
- Universal Credit www.gov.uk/universal-credit
- Employment and Support Allowance www.gov.uk/employment-support-allowance
- Personal Independence Payments www.gov.uk/pip

The allocation of these funds will be subject to audit so All Saints Sixth Form will require proof that the application is genuine in the form of written evidence from the young person and her key worker. The academy will seek and retain copies of evidence from the young person, bearing in mind confidentiality. Appropriate evidence includes:

- For students in receipt of Income Support or Universal Credit (UC), a copy of their Income Support or UC award notice (this can be printed off from the claimant's online account or a screenshot provided). This must clearly state that the claim is in the student's name/confirm they are entitled to the benefits in their own right. The evidence must not state any conditions that prevent them from participating in further education or training. For students in receipt of UC, institutions must also see a tenancy agreement in the student's name, a child benefit receipt, children's birth certificates, utility bills and so on;
- For students receiving UC/ESA and Disability Living Allowance and Personal Independence Payments, a copy of their UC claim from DWP. Evidence of receipt of Disability Living Allowance or Personal Independence Payment must also be provided.