



## 16 to 19 Bursary Fund

### Guidance Notes

The 16 to 19 Bursary Fund is designed to help and support any student who faces financial barriers to participation in education and training, such as costs of transport, food or equipment.

### Eligibility for an award under the Bursary Fund

#### Vulnerable Bursaries

The *16-19 Bursary Fund Guide for 2016-17* outlines four defined vulnerable groups. The eligible groups are students who are:

- in care (looked after by the Local Authority);
- care leavers;
- getting [Income Support](#) (IS) or [Universal Credit](#) (UC) in place of Income Support in their own right;
- getting [Employment and Support Allowance](#) or Universal Credit and Disability Living Allowance or [Personal Independence Payments](#) in their own right.

Students falling into one or more of these groups require more support and are eligible for a vulnerable bursary of up to £1,200 for the year (pro-rated where appropriate).

#### Discretionary Bursaries

All 16 to 19 students may apply for a discretionary bursary. Bursaries are targeted at students who cannot stay in education without financial help for things like transport, meals, books and equipment.

Three bands of eligibility will be applied:

**Band 1 – annual household income of £16,190 or less, or parents in receipt of Jobseeker’s Allowance, Income Support, Universal Credit or an equivalent benefit.** Students in this band will be prioritised for a bursary. Awards will reflect the student’s needs and can be used to contribute towards the costs of bus travel to the academy, educational visits during the year, exam re-sit fees, costs of visiting university open days / interviews, books or other educational equipment costs.

**Band 2 – annual household income between £16,190 and £20,817.** These students will also receive bursaries but at a smaller contribution to Band 1 students.

**Band 3 – annual household income between £20,817 and £25,521.** We will consider offering students in this band a small contribution towards identified costs such as transport or planned educational trips.

In addition, the school will consider requests for bursary support from any student, regardless of eligibility under the above bands, where that student has an **exceptional** and identified financial need.

Proof of eligibility will be required to support an application. This could include:

- Tax Credits forms (TC602)
- Family P60s
- 3 months' worth of bank statements
- Certified letter from the LA regarding Free School Meals eligibility
- Letter from DWP or Jobcentre Plus confirming benefits
- Self-Employment Income evidence.

Eligible students must be under 19 on 31 August 2016

## **Assessment and Payment of Bursaries**

### **Assessment of bursaries**

Applications for bursaries may be received throughout the academic year. We will retain some of the funding in the form of a contingency which will take account of applications received during the year. The level of support which the School can offer is dependent on the total funding received from the Education funding Agency, the number of applications it receives and the level of funding may vary during the academic year depending on future applications.

### **Payments of bursaries**

Termly payments will be made with specific dates to be advised.

The academy will pay bursaries 'in kind' where possible, for example by providing a travel pass or waiving fees for course trips. This helps ensure that bursary awards genuinely meet students' needs.

Where bursaries are not paid 'in kind', payments will be paid directly into the student's bank account.

### **Payment Conditions**

- All bursary payments will be directly linked to attendance, behaviour and performance.
- Eligible students must be aged 16 and under 19 on 31 August 2016.

## Workington Academy

### 16-19 Bursary - Application Form

If you need some help with this form, please telephone the school (01900 873926) and ask for the Finance Team. *NB This form must be completed by the student applying for the bursary funding.*

#### SECTION 1 – Student Details (Please print details and complete in Black or Blue ink)

First Name:	Surname:
Date of Birth:	Home Telephone No.
Email:	Mobile No.

#### SECTION 2 – Vulnerable Bursary (£1,200 per annum)

Please tick the box that applies to you, or leave blank if not applicable:

I am living in care

I am a care leaver

I am in receipt of Income Support or Universal Credit *in my own name*

I am in receipt of Employment Support Allowance and also in receipt of Disability Living Allowance or Personal Independence Payments

#### SECTION 3 – Discretionary Bursary

I am applying for a bursary on the following grounds:

Parents / carers in receipt of Jobseeker's Allowance, Income Support, Universal Credit or an equivalent benefit

Annual household income (all sources) £25,521 or less

Other exceptional circumstances (please explain below)

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## SECTION 4 – Proof of Eligibility Submitted

Your declarations in Sections 2 and / or 3 must be supported by evidence. The table below shows the evidence you will need to supply. Please tick the evidence you are providing.

Grounds for application	Evidence Required	Tick if Supplying
Living in care, or care leaver	The school is likely to have confirmation of this already.	
Receipt of either: <ul style="list-style-type: none"> <li>• Income Support</li> <li>• Universal Credit</li> <li>• Job Seekers Allowance</li> <li>• ESA</li> <li>• DLA</li> <li>• Other equivalent benefit</li> </ul>	Most recent entitlement/award letter – dated within the last 3 months and / or Tax Credit Award Notice marked 2015-2016	
Annual household salary ≤ £25,521	Tax Credit Award Notice marked 2015-2016 and / or Family P60s for tax year 2015-2016 and / or Payslips / bank statements for last 3 months.	
Other exceptional circumstances	Relevant paperwork	

## SECTION 5 – Student Bank Account Details

Bank Name (e.g. Barclays)

Branch Location (e.g. Carlisle)

Name of Account Holder

Sort Code

Account Number

Roll Number  
(Building Society Account)

## SECTION 6 – Support needs

Please state what you would like a contribution towards:

Item	Tick if required	Details	Cost £ (estimate if not known)
Travel to school		<i>(please state which bus route if applicable)</i>	
Educational trips		<i>(please state which trips if applicable)</i>	
Books		<i>(please state)</i>	
Costs of attending University open days / interviews		<i>(please state Universities / dates where known)</i>	
Exam re-sit fees		<i>(please state)</i>	
Other <i>exceptional</i> costs		<i>(please state)</i>	
Other (please state)		<i>(please state)</i>	

Please use the space below to expand on your support needs (if necessary) or give details of any other circumstances that you would like us to know about.

## SECTION 7 – Declaration

**Please read the declaration below carefully before signing:**

1. I declare that the statements made on this form are true and to the best of my knowledge and belief are correct in every respect. I undertake to supply any additional information that may be required to support this application. I understand that if I refuse to provide information relevant to my claim the application will not be accepted. I also undertake to tell the academy of any change in my circumstances in writing. I agree to repay the academy in full immediately any sums advanced to me if the information I have given is shown to be false or deliberately misleading.
2. I am aware that the funding covers only this school year and that I must re-apply next year; there is no guarantee that I will receive funding for future years even if I am eligible for the current year.
3. I am aware that the payment of a bursary is conditional upon satisfactory attendance and that, if my attendance falls below expectations, a review of future payments will be instigated.

Signed (Student): \_\_\_\_\_ Date: \_\_\_\_\_

Signed (Parent/Carer): \_\_\_\_\_ Date: \_\_\_\_\_

Name of Parent / Carer (please print): \_\_\_\_\_

**Please note:**

**Applications for 2016-17 should be returned by 14 October 2016 and handed in to Mrs McKenzie in the Finance Office. Payments will be made termly. Applications after this date will be welcome and will be considered in the light of funds available.**

**For School Use Only:**

Date Received:

Bursary Approved: Yes or No

Nominated Bursary or Discretionary Bursary

Authorised By:

Date:

First payment made – date:

Additional Notes: