



# The Appleton School

## 16-19 Bursary Fund Policy

### 2019-2020

#### Important information for all Year 12 and 13 students and their parents/carers

The fund is made available from the government through the Education and Skills Funding Agency to provide students whose access to, or completion of, education is inhibited by financial constraints or barriers.

#### Who will be eligible for a bursary?

To qualify you must be aged under 19 on the 31st of August in the academic year in which you start your programme of study and a legal resident of the UK or a registered asylum seeker. There will be four levels of The Appleton School's bursary and you can apply for **ONE** only:

**Level 1.** Those most in need, such as young people in care, care leavers, young people receiving Income Support and disabled young people receiving both Employment Support Allowance and Disability Living Allowance can apply for a bursary of **£1,200 per year**.

**Level 2.** This bursary is for students who are currently eligible for Free School Meals. This may be a one-off payment for specific items or a cash bursary for support up to a maximum of **£800 per year**, according to need. Amounts paid will be subject to the number of students in the category and the availability of funds.

Should entitlement to Free School Meals cease, the Level 2 bursary would also cease and transfer to Level 4.

**Level 3.** This level of bursary is for those students with a financial need who do not fall into the above categories. This is a match-funded bursary of up to **£400 per year**. The criteria are that the total **household** income must not exceed £30,000 per annum and that no other income is available from another household to support the student. Evidence of income and benefits will be required.

**Level 4.** For any student who has been in receipt of Free School Meals in the last six years. This is a match-funded bursary of up to **£400 per year**. Receipt of previous entitlement will be confirmed by the school with the Department of Education. No evidence of income is required.

In addition, all students eligible for the bursary will receive a catering allowance of £5 a day to enable them to purchase food from the sixth form or school's dining room.

*Students may also apply for **short term financial support** at Level 3 during times of unexpected hardship or change in circumstances.*

All applications must clearly state what the identifiable financial need is and provide evidence to support this.

**Parent/Carers may send in confidential information separately to the application form if they wish.**

All bursary awards will be dependent on high standards of behaviour, full adherence to the Sixth Form contract and good attendance (at least 95%). The Appleton School reserve the right to withdraw payment where it is deemed the above conditions have been breached, this may be a temporary withdrawal or for the duration of Year 2019/20 according to the severity of the breach.

Bursary payments are made directly to students **not** to their parents or carers. Payments from The Appleton School will be made in arrears by bank transfer to the individual student or in certain instances payment will be 'in kind' for example by purchasing equipment/books or bus passes rather than allocating a cash payment. On occasion, very exceptional circumstances may allow for earlier payment.

### **What can the money be spent on?**

The allowance is for books, course materials, course related trips and out of school activities, meals, transport, clothing or other course-related costs needed to help a young person stay in full time education. It may also be used to fund visits to Universities for open days and interviews. Assistance may also be available for certain IT equipment. Any item over £100 must be approved by the Bursary Panel before purchase.

### **If I am in one of the eligible groups what evidence will my school need to see?**

Level 1 - If you are in care or a care leaver, the Local Authority will be able to provide a letter for the school confirming this.

Levels 2 – Eligible for Free School Meals. Please apply

Level 3 - You will need to provide original documentary evidence of household income. If you are receiving Income Support you can provide a letter from the Department of Work and Pensions setting out the benefit you are entitled to. Originals will be returned if requested.

Level 4 – Previous eligibility to Free School Meals will be checked by the school.

N.B. Parents are positively encouraged to apply for Free School Meals for their children where they are entitled.

### **Free School Meals criteria – do you qualify?**

Parents or guardians receiving any of the following benefits can apply:

- Income Support
- Jobseekers Allowance (Income Based)
- Income Related Employment & Support Allowance
- Child Tax Credit with an annual taxable income of less than £16,190, however you will not normally be eligible for Free School Meals if you receive any amount of Working Tax Credit.
- Pension Guarantee Credit

Application for Free School Meals should be made via the online form accessed from the school's website. The application is processed through the Department for Education's Eligibility Checking Service and the school is advised of the outcome. Periodic checks will be made to confirm eligibility for awards to continue.

### **How do I apply for a The Appleton School 16-19 Bursary Fund?**

You should apply to the Finance Office as soon as possible after admission in September but no later than Friday 27<sup>th</sup> September 2019. The Application Form is attached to this policy and available to download on the school's website. Please remember to include evidence to support your application if required.

*If you become eligible for a bursary after this date, applications should be made as soon as possible.*

### **What if I have not got a bank account?**

Students aged 16 are able to open a basic bank account, which will allow for receipt of the bursary by cashless means, and will allow funds to be withdrawn via ATMs.

- Where bursary payments are to be made to a bank account, they can only be made to the student's bank account.
- Payments may be made to a joint account, as long as the student is one of the account holders.
- If a student has a Post Office account, it should be noted that these accounts do not accept payments by BACs (electronic bank transfers).

### **What happens to my application form?**

The Appleton School Bursary Panel comprises of the Head of Sixth Form, Finance Manager and a Governor. The Bursary Panel will sit in September, January and April to assess each claim and authorise payments. Payments will be made to successful students after the Panel have considered their application. It is not necessary for successful students to reapply each term, application should be made at the start of Year 12 and then again at the start of Year 13. Applications approved will be monitored and evaluated throughout the year and reports provided to the Bursary Panel. The grant may be withdrawn at any time a student fails to meet the criteria.

The Appleton School may choose to pay the bursary as a cash payment or provide 'in kind' support, for example, by bulk purchasing equipment that eligible students need for particular courses. Transport costs may be bought by the school i.e. bus or rail tickets rather than allocating cash payment.

The Panel will meet as required to assess any applications received after the termly meeting.

**The bursary payment to schools is a fixed sum and not on a per student basis. The Appleton School may vary the amounts of its bursaries to deal fairly with the number of eligible students in the Sixth Form.**

---

**END**

---





# The Appleton School

## 16-19 Bursary Fund Application 2019-2020

### Student's Details (please print)

Surname: \_\_\_\_\_ First Name: \_\_\_\_\_

Student Email: \_\_\_\_\_

Date of Birth: \_\_\_ / \_\_\_ / \_\_\_\_\_

Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Home telephone no. \_\_\_\_\_ Student mobile no. \_\_\_\_\_

### Student's Bank Details

Name of Account Holder \_\_\_\_\_

Name of Bank \_\_\_\_\_ Account Number \_\_\_\_\_

Sort Code \_\_\_ - \_\_\_ - \_\_\_ Roll Number (if applicable)

Bursary Applied for (tick one box only)

Level 1\*  For students in care, care leavers, students receiving income support and disabled students receiving both Employment Support Allowance and Disability Living Allowance

Level 2  For students who are currently in receipt of Free School Meals. Please state what the identifiable financial needs are, e.g. Textbook, transport, equipment, curriculum trips, meals etc.

.....  
.....  
.....

Level 3\*  Students who live in a household where the gross annual household income is less than £30,000. Please state what the identifiable financial needs are, e.g. Textbook, transport, equipment, curriculum trips, meals etc.

.....  
.....  
.....

Level 4  For students who have previously be in receipt of Free School Meals. Please state what the identifiable financial needs are, e.g. Textbook, transport, equipment, curriculum trips, meals etc.

.....  
.....  
.....

\* Please note evidence for Level 1 and Level 3 must be supplied to support your application. If no evidence is appended the application will be refused automatically.

**Please read and sign the declaration and return it with the application, finance information and documentary evidence in a sealed envelope to the Finance Office marked 'Bursary Application'**

Alternatively, all documents can be sent directly to the Finance Director. Please mark the envelope 'Bursary Application'.

If requested the evidence will be returned by post to the parent/carer after the application has been assessed.

**Declaration by student and parent/carer**

I agree to my application being scrutinised by the Bursary Committee, whose decision is final and not subject to any appeals process.

I understand that if I do not behave well, fail to adhere to the Sixth Form contract/code or my attendance is poor then my Bursary payment may be withdrawn without notice.

I confirm that, for Level 2, 3 and 4 Bursaries, no other income or financial support is available from another household to support the student.

If I leave the Sixth Form at any time within 4 weeks of a Bursary being awarded/paid, then I will repay the funds given to me.

I confirm that the information I have given is, to my knowledge true and correct and The Appleton School may seek to confirm any details I have given.

I understand there will be a delay in any funds being released if the application form has not been correctly completed or appropriate evidence of income has not been supplied.

**Data Protection Act:**

I understand that:

The data contained on this form and enclosed financial evidence will be held on file for seven years and that The Appleton School may make enquiries about the validity of the information provided on this form from other central and/or local government bodies, as deemed appropriate by the school. The school is a data controller under the **General Data Protection Regulation (GDPR)**. For more information on how your data is used please see the Privacy Notice on the school website at [www.theappletonschool.org](http://www.theappletonschool.org).

I hereby consent to the disclosure of any information sought in accordance with the application for the purposes of the Data Protection Act 1998.

The school has a duty to protect the public funds it administers and to this end may use the information provided on this form within this Authority for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes.

Student signature:

Date:

Print Name:

Parent/Carer signature:

Date:

Print Name:

## Financial Information - Only required if applying for Level 3 Bursary

All household income\* must be declared – N/A must be written if you do not receive this credit/allowance

*Please include evidence with application*

Child Tax Credit	.....	per month
Work Tax Credit	.....	per month
Income Support	.....	per month
Housing Allowance	.....	per month
Jobseekers Allowance	.....	per month
Pension Guarantee Credit	.....	per month
Council Tax Benefit	.....	per month
Child Benefit	.....	per month
Income Related Employment & support Allowance	.....	per month
Other Allowance (please specify)	.....	per month
Basic Salary	.....	per month
<b>Total Household Income</b>	.....	<b>per month</b>

**Total Annual Income (Total Monthly x 12)** ..... **per year**

\*Household income – Income for all adults living in the property – Step-parents, carers, partners and co-habitors

Please tick if you wish the evidence to be returned:

### Parent/Carer Details

Surname: \_\_\_\_\_ First Name: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Home telephone no. \_\_\_\_\_ Mobile no. \_\_\_\_\_