



H E D I N G H A M   S C H O O L  
A N D   S I X T H   F O R M

# **Bursary Scheme**

## **Summer 2019**

A C H I E V E M E N T   &   E X C E L L E N C E

## **Hedingham School and Sixth Form 16-19 Bursary Scheme and Important information for all Year 12, 13 and 14 students and their parents/guardians/carers**

### **Introduction**

The Government gives the school a grant specifically to support students on low income who wish to study in the Sixth Form. Please note the school would expect **all students** who qualify for **Level One and Two Bursaries** to apply for this funding to support their studies. If you would like help in completing the application forms, please contact one of the Sixth Form team. Please note the payment will be made directly into the student's bank account.

***This document is available electronically on the Hedingham School Website in the Parent and Student Information Section:***

<b>Who will be eligible for a bursary in the Hedingham School and Sixth Form Scheme?</b>
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There are three levels Bursary and Sixth Form Students can apply for **ONE** only:

**Level 1: £1200 per year** - To support the studies of young people in care, care leavers, young people receiving income support and disabled young people receiving both Employment Support Allowance and Disability Living Allowance. **NB** The student, not a family member, must be in receipt of these allowances to qualify for a Level 1 grant.

**Level 2: £500-800 per year** - To support the studies of students who received Free School Meals\* in Year 11 and continue to be eligible for Free School Meals\* in the Sixth Form. Please explain on the application form how the funding will be used to support the student's learning.

**Level 3: £300-400 per year** - To support the studies of students do not fall into the above categories and whose total household income is less than £20,000 per year and no other income is available from another household to support the student. Documentary evidence is required. Please explain on the application form how the funding will be used to support the student's learning.

Awards will be dependent on good behaviour, adherence to the Sixth Form code of conduct and good attendance (no more than 10% unexplained absence from all lessons). The school may purchase bus tickets on behalf of students if the Bursary is to cover transport costs.

Please note that funds are limited as the school has been allocated £16,256 by the Government for this Bursary Scheme in 2019/20 Academic year.

**Hardship Fund:** In addition to the above if you find that you are struggling financially over the academic year you may be able to have access to our Student Hardship Fund if your situation is negatively affecting your Sixth Form studies. In the past we have been able to support some students with transport, equipment and access to school trips. Please speak to the Leader of Sixth Form in the first instance to discuss your situation.

### **University/Further Education/Apprenticeships Visits**

Students in receipt of the Bursary can apply for up to £100 towards the cost of making visits linked to their future study plans post Sixth Form. Each student may apply for up to a maximum of three visits.

## What can the money be spent on?

The money is to help a young person stay and succeed in education for example:

- Books
- Meals
- Transport
- Curriculum visits
- Other course-related costs such as: kit for PE courses, camera for photography, materials for art, school music lessons or instruments for music.

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

**Level 1:** If the student is receiving Income Support, Employment Support Allowance and Disability Living Allowance you can provide a letter from the Department of Work and Pensions setting out the benefit they are entitled to. If the student is in care or a care leaver, the local authority will be able to provide a letter for the school, college, or training provider confirming this.

**Level 2:** If the student currently qualifies for Free School Meals\* this will be registered at the school already so no additional proof is required. **Please Note** - If you think you qualify for Free School Meals\* (see below) but have not previously applied please contact the School Office who can give you details of how to apply.

**Level 3:** Proof the total household income is less than £20,000 per year will be required.

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

Parents or guardians receiving the following benefits can claim Free School Meals.

You can apply for free school meals if you or your child receive any of the following:

- 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 Guarantee element of State Pension Credit
- Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income of £16,190 or less
- Working Tax Credit 'run-on' - the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit
- Universal Credit - In England, if you apply on or after 1 April 2018 your household income must be less than £7400 a year (after tax and not including any benefits you get).

## Advice on bank accounts?

Students aged 16 are able to open a basic bank account, which is offered by 16 members of the British Bankers Association. The basic bank account will allow for receipt of the bursary and will allow funds to be withdrawn via cash machines as well as via standing orders and direct debits where necessary.

- Where bursary payments are to be made to by cheque, they can only be made to the student's bank account.
- Payments should not be made into another person's account, except in exceptional circumstances where a student is unable to administer their own account.
- Payments may be made to a joint account, as long as the student is one of the account holders.

## How do I apply?

You should pass your completed application forms Finance Office addressed to the Bursar marked 'Confidential' as soon as possible. The deadlines for applications are: **13 September, 10 January & 24 April**. If you need assistance completing the application form, please contact to a member of the Sixth Form team.

## Do I need to apply each year?

You only need to apply once during your time at Hedingham Sixth Form.

Use the Application Form attached please remember to include:

- **Evidence of income to support your application for Level 1 and 3 Grants.**
- **Full details of what the grant will be used for.**

## What happens to my application form?

### Sixth Form Bursary Panel

Our Sixth Form Bursary Panel is made up of the Head of Sixth Form, Bursar, and a Governor.

The Sixth Form Bursary Panel meets in September, January and April to assess each claim and authorise payments.

**Payments of the Level 1 Bursary** will be made to students in the Autumn Term (50% of Bursary), Spring term (25% of Bursary) and Summer Term (25% of Bursary). However, if there is a specific circumstance that requires the grant to be released in smaller amounts at more regular interval e.g. weekly this can be agreed.

**Payments of Level 2 and 3 Bursaries** will be made to students at the end of Autumn Term (50% of Bursary), Spring term (25% of Bursary) and Summer Term (25% of Bursary). However, if there is a specific circumstance that requires the grant to be released in smaller amounts at more regular interval e.g. weekly this can be agreed.

All Applications approved will be monitored throughout the year and reports given to the Sixth Form Bursary Panel regarding any students failing to meet the conditions of the grant. The grant will be withdrawn at any time a student fails to meet the criteria.

Hedingham School and Sixth Form may choose to 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 tickets rather than making a payment to the student.

**NB The bursary payment to schools is a fixed sum and not on a per student basis. Hedingham School and Sixth Form may have to vary the amounts of its bursaries to deal fairly the numbers of eligible students in their sixth form.**

**Sixth Form Bursary Application Form**

Name ..... Form.....

Date of Birth.....

Address ..... Home tel no.....

(including postcode) ..... Student mobile no.....

..... Parent mobile no.....

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Bursary Applied for (tick one box only)

Level 1  To support the studies of students in care, care learners, students receiving income support and disabled young people receiving both Employment Support Allowance and Disability Living Allowance

Level 2  To support the studies of students who receive Free School Meals. Please explain how the funding will be used to support the student's learning:

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Level 3  To support the studies of students whose total household income is less than £20,000 per year. Please explain on the application form how the funding will be used to support the student's learning:

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**Please note evidence should be attached to support your application for Level 1 and 3 Bursaries. If no evidence is appended the application will be rejected automatically.**

**Payment**

If you are successful in your application, we will need your bank details to enable us to make payment directly into your account. Please complete your bank account number, details below:

Student Name:	
Email address for remittance advice:	
Bank Account Number:	
Name on Bank Account:	
Sort Code:	<input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Bank Name:	
Branch:	
Bank Address:	
Email PDF remittance required:	YES <input type="checkbox"/> NO <input type="checkbox"/>
Payment Reference Number:	HEDINGHAM SCHOOL
Student Signature:	I agree to the fund being paid into the account above .....
Account Holder Signature: <b>(If the account is not in the Student's Name)</b>	
Date:	

**For school use**

Input	Date	Checked	Date	M check	Date
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**Declaration by student and parent(s)**

I agree to my application being considered by the Sixth Form Bursary Panel, 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 Code of Conduct or have attendance below 90% then my Bursary will be withdrawn without notice.**

I confirm that, for level 3 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 Hedingham School and Sixth Form 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 will be held on file for seven years and that Hedingham School and Sixth Form 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.

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's signature: .....

Parent's signature: .....

Date: .....

**Please read and sign the declaration and return this form together with documentary evidence in a sealed envelope to the Finance Office addressed to the Bursar marked 'Confidential'.**