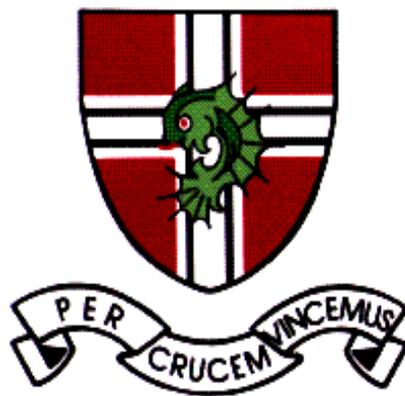


# St John Fisher Catholic Voluntary Academy



## 16-18 Bursary Fund Policy and Procedure

September 2015

## 16 – 18 Bursary Fund

The 16 – 18 Bursary Fund is designed to give financial support to young people who face the greatest barriers to continuing in education and training.

- The Bursary Fund may provide some support to 3 categories of learners (subject to the availability of funds).

| <u>Category A Learner</u><br>(guaranteed)  | <u>Category B Learner</u>  | <u>Category C Learner</u>  |
|--|--|--|
| <p>£1200 will be paid to students who fall into the following groups:</p> <ul style="list-style-type: none"> <li>○ In care</li> <li>○ In receipt of Income Support</li> <li>○ Disabled students in receipt of Disability Living Allowance <u>AND</u> Employment Support Allowance</li> </ul> | <p>Students whose household income is below approximately £16,500 (Working Tax Credits /Free School Meals threshold)</p> | <p>Students facing extreme financial barriers.<br/>(Household Income up to possible £21,000)<br/>Any help will be at the discretion of school.</p> |

- Students who fulfil the criteria for any of the 3 Learner categories are asked to complete the relevant FINANCIAL ASSESSMENT FORMS and hand them into school by Monday, 28th September 2015. The number of FORMS received will determine how the TOTAL BURSARY FUND will be distributed.
- Students will be paid a set amount per half term depending on which category they are placed.
- Students can also apply for a lump sum of money to help with:
  - Field trips
  - Interviews/open days at university
  - University taster courses
- It is expected that students organise their own taster course etc and then apply to be reimbursed from the Bursary Fund. Students will be paid the appropriate amount within 10 working days.
- Under extreme financial conditions students can apply for the Bursary Fund to purchase the required books/equipment/fees/travel tickets etc.
- Bursary Fund Application Forms must be submitted with the appropriate receipts for consideration.
- Students must meet agreed attendance standards ie. minimum of 90% in lessons to be paid from the Fund.
- Appeals against any decisions made should initially be addressed to Mr Rushton, Assistant Headteacher Post 16.

PRu/CLO

September 2015

Dear Parents

16-18 BURSARY FUND

The government introduced the 16-18 Bursary Fund to give financial support to Sixth Form students. This Fund is designed to help students continue in education or training where financial barriers are in evidence.

The attached leaflet identifies the three categories of learners who can claim money from the BURSARY FUND. Families who feel they will be making a claim from the Fund during the school year are asked to submit a FINANCIAL ASSESSMENT FORM before the end of school on Monday, 28th September 2015. The number of eligible students will then determine how the school BURSARY FUND will be distributed.

Students who are identified as one of the 3 categories of learners will, consequently be able to submit a claim from the BURSARY FUND by completing the relevant BURSARY FUND APPLICATION FORM. Students will be awarded a bursary each half term subject to 90% attendance. In addition, students can claim lump sums of money for travel/books/equipment/field trips/interviews at university etc.

Please find enclosed copies of all relevant documents involved in the BURSARY FUND Scheme. If you have any queries about the procedures outlined please do not hesitate to contact me.

Thank you for your support in helping to administer this scheme.

Yours sincerely

*P Rushton*

Mr P Rushton  
Assistant Head Post 16  
[p-rushton@stjohnfisher.org.uk](mailto:p-rushton@stjohnfisher.org.uk)



# **St John Fisher Catholic Voluntary Academy**

## **Application to 16 - 18 Bursary Fund 2015/16**

### **Financial Assessment Form**

#### **1.1 Learner Details**

|  |  |
|--|--|
| Surname  |  |
| First name(s)  |  |
| Sex (M / F)  |  |
| Date of Birth (dd/mm/yyyy)   |  |
| Age on 31 <sup>st</sup> August 2015                                      |  |
| You must be aged 16, 17, or 18 on 31 <sup>st</sup> August 2015 to apply. |  |

#### **1.2 Address Details**

|                         |  |
|-------------------------|--|
| Home Address            |  |
| Postcode                |  |
| Home telephone number   |  |
| Mobile telephone number |  |
| E-mail address          |  |

**2.1 Financial Information**

|   |          |
|---|----------|
| Are you and / or your sibling(s) in receipt of free school meals? | Yes / No |
| Sibling Name(s)   |          |

**If you, or your siblings, are in receipt of Free School Meals, you do not need to provide further financial information in the Financial Assessment section.**

**However, if you do not receive Free School Meals you are required to complete the remainder of the form so that your eligibility for the Bursary Fund can be assessed.**

**2.2 Household Members**

|                         | Person 1 | Person 2 |
|-------------------------|----------|----------|
| Surname                 |          |          |
| First name(s)           |          |          |
| Relationship to Learner |          |          |
| Telephone               |          |          |

**2.3 Financial Assessment – Income**

*To be completed by the person(s) responsible for the household bills*

|          |                              |                                       |
|----------|------------------------------|---------------------------------------|
| Person 1 | Are you employed? (Yes / No) | If yes, please submit P60 for details |
| Person 2 | Are you employed? (Yes / No) | If yes, please submit P60 for details |

*If you are not employed please tick the relevant boxes to indicate the benefit(s) you receive.*

| Benefit received | Income Support | Job Seekers Allowance | Employment Support Allowance | Incapacity Benefit | Carer's Allowance | Housing Benefit | Council Tax Benefit |
|------------------|----------------|-----------------------|------------------------------|--------------------|-------------------|-----------------|---------------------|
| Person 1         |                |                       |                              |                    |                   |                 |                     |
| Person 2         |                |                       |                              |                    |                   |                 |                     |

**2.4 Financial Assessment – Other Income**

*Please tick the relevant boxes to indicate all other income received into the household*

| Other Income | Working Tax Credit | Child Tax Credit | Child Benefit | Grants or Bursaries etc | Any other income / benefit – please specify                 |
|--------------|--------------------|------------------|---------------|-------------------------|---|
| Person 1     |                    |                  |               |                         |   |
| Person 2     |                    |                  |               |                         |   |
| Applicant    |                    |                  |               |                         | Disability Living Allowance<br>Employment Support Allowance |

### 3.1 Evidence

**Whatever you have declared in 2.3 and 2.4 above must be backed up by evidence (photocopies accepted) in order for an assessment to be made.**

The tables below show the evidence you will need to provide with your application form.

Once you have declared and identified your benefits on the application find the 'Type of Income' that applies to you in the first column and the 'Evidence Required' column will tell you what you need to provide.

| <b>Type of Income</b>               | <b>Evidence Required</b>   |
|-------------------------------------|--|
| <b>Annual Salary</b>                | P60 for tax year 2014-15, or week 52 (last week in March 2015) payslip or month 12 (March 2015) payslip            |
| <b>Income Support</b>               | Entitlement / Award letter – dated within the last 3 months  |
| <b>Job Seekers Allowance</b>        | Entitlement / Award letter – dated within the last 3 months  |
| <b>Disability Living Allowance</b>  | Entitlement / Award letter – dated within the last 3 months  |
| <b>Employment Support Allowance</b> | Entitlement / Award letter – dated within the last 3 months  |
| <b>Incapacity Benefit</b>           | Entitlement / Award letter – dated within the last 3 months  |
| <b>Carer's Allowance</b>            | Entitlement / Award letter – dated within the last 3 months  |
| <b>Housing Benefit</b>              | Entitlement / Award letter – dated within the last 3 months  |
| <b>Any other benefit</b>            | Entitlement / Award letter – dated within the last 3 months  |
| <b>Working Tax Credit</b>           | Working Tax Credit Award Notice marked "2015-16". Must be for full year and not partial awards (FULL AWARD NOTICE) |
| <b>Child Tax Credit</b>             | Working Tax Credit Award Notice marked "2015-16". Must be for full year and not partial awards (FULL AWARD NOTICE) |
| <b>Child Benefit</b>                | Award letter   |
| <b>Grants or bursaries etc</b>      | Relevant paperwork detailing entitlement and amount paid   |
| <b>Any other income</b>             | Relevant paperwork   |

**4.1 Declaration**

*Please read the declaration below and read 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 verify the particulars given. I understand that if I refuse to provide information relevant to my claim the application will not be accepted. I also undertake to inform the school of any alteration to any of the particulars in writing. I agree to repay the school in full and 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.

Signed (Learner) ..... Date .....

Signed (Person 1 or 2) ..... Date .....

|                       |                       |
|-----------------------|-----------------------|
| <b>School use:</b>    | <b>Date Received:</b> |
| <b>Authorised By:</b> | <b>Date:</b>          |

**STUDENT DECLARATION**

I understand that to be awarded money from the 16-18 Bursary Fund I must have 90% attendance.

Signed \_\_\_\_\_  
(student)

**PARENT DECLARATION**

I understand that my son/daughter will only be awarded money from the 16-18 Bursary Fund if he/she has 90% attendance.

Signed \_\_\_\_\_  
(parent)

**Student Copy**

**STUDENT DECLARATION**

I understand that to be awarded money from the 16-18 Bursary Fund I must have 90% attendance.

Signed \_\_\_\_\_  
(student)

**PARENT DECLARATION**

I understand that my son/daughter will only be awarded money from the 16-18 Bursary Fund if he/she has 90% attendance.

Signed \_\_\_\_\_  
(parent)