

16-19 Bursary Fund Application

Prior to completing this form please read the guidance Financial Support information at the back of this document. Proof of entitlement will be required to allow the processing of this form.
Please complete this form and return it to Miss Elliott on Registration Day 06/09/16

Learner Details

Surname/Family Name	
First Names	
Date of Birth	
Address	
Post Code	
e-mail address	
Home Phone	
Mobile Phone	
To receive payments, you must have a bank account in your own name that will accept BACS payments. If you do not have a bank account , you need to open one before completing this form.	
Name of Account Holder	
Name of Bank	
Sort Code	
Account Number	

Parental/Carer Details

Surname/Family Name	
First Names	
Post Code	
National Insurance Number	
Mobile Phone	
Household Income	

This application for assistance from the 16 - 19 Bursary Fund is made under the priority group of:

High		Medium	
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I confirm that the details are true and accurate.

Parent/Carer Signature		Date	
Student Signature		Date	

HIGH PRIORITY GROUP

Please enclose proof, if you are in one of the following categories:

- **You** are living in care
- **You** have recently left care
- **You** are receiving income support
- **You** are disabled and receiving both Employment and Support Allowance and Disability Living Allowance

ASSESSMENT OF INCOME (Medium & Low Priority Groups)

If you are living **in the parental home**, please ask your parents/carers to refer to this section.

If you are living **independently**, please refer to this section yourself.

Please enclose proof, if you are in receipt of one of the following:

Income Support

Job Seekers Allowance (JSA)

Housing or Council Tax Benefit

Working Tax Credit

Pension Guarantee Credit

NHS Tax Credit exemption card

Employment and Support Allowance

Support under part VI of the immigration and Asylum act 1999

If you are not in receipt of the above, please attach proof of household income, including the following:

Earnings

Partner's earnings

Benefits

Unearned income

Interest from savings and grants/scholarships from other sources

Proof should be in the form of a copy of your benefit book, NHS Tax Credit exemption card, bank statements, a letter from the Department of Work and Pensions, pay slips and, if you are self employed, authorised evidence of income.

DATA PROTECTION DECLARATION

Further details are available in the Academy's Data Protection Policy. I give my consent to The Thomas Deacon Academy recording and processing the information recorded on this form.

The information on this form is required by the Academy to assess your eligibility for financial support with your studies at the Thomas Deacon academy. The information will be processed solely for that purpose. It will be treated as confidential, but may be passed to government funding agencies. Your application will be retained for 6 years.

By signing this form students agree to:

Attend all timetabled lessons and achieve a minimum attendance of 95%

Complete any assignments given on time

Conduct themselves in a manner which adheres to the Thomas Deacon Academy code of conduct

16-19 Bursary Fund Policy 2016/17

What is the 16-19 Bursary Fund

The fund is made available from the government through its funding body - the Education funding Agency (EFA) for 16-19 year olds - to provide assistance to students whose access to, or completion of, education is inhibited by financial constraints or barriers.

Who is eligible to apply for 16-19 Bursary Funding?

Students following government (EFA or SFA) funded full time or part-time courses, who are 16 years and over and satisfy one or more of the following criteria:-

- Students aged at least 16 and under 19 years of age on 31/08/16 who are in care (including unaccompanied asylum seeking students), are leaving care, are in direct receipt of Income Support or are disabled and in receipt of both Employment and Support Allowance and Disability Living Allowance.
- Students who are economically or socially disadvantaged and at risk of not taking up or continuing in their education. This group includes students with physical or other disabilities, medical conditions and/or learning difficulties.
- Students who have been in care, on probation, are young parents or are otherwise considered at risk.
- Refugees (who will have access to 16-19 Bursary Funding if they are in receipt of supportive evidence from DWP).
- Lone parents

Who is not eligible for 16-19 Bursary Funding?

- Students under 16 years of age or over 19 years of age on 31/08/16.
- Students who do not meet the residency qualifications

How does the Academy assess applications and allocate 16-19 Bursary funding?

The 16-19 Bursary Fund is a limited fund and the Academy will prioritise allocation. There will be 3 priority groups, categorised as high, medium and low.

High priority group

Students aged under 19 on 31/08/16 and who fall into one of the following categories:

- Are currently in care (as defined by social services)
- Are leaving or have recently left care
- Are in receipt of Income Support in their own name.
- Are disabled and in receipt of both Employment Support Allowance and Disability Living Allowance

Eligible students will be guaranteed a £1200 bursary to cover costs such as transport, equipment etc.

Payments will be made on a term basis (i.e. 6 times per year)

Medium priority group

Students who fall into the following category:

- Have a gross annual household income of below £23,000.

Eligible students in this group may be eligible for a contribution towards or provision of:

- The cost of transport, essential course equipment, trips, uniforms, materials, etc.
- A possible cash bursary, if aged under 19 on 31 August 2016, dependent on meeting agreed attendance and behaviour criteria. This will be subject to availability of funds.
- Financial support towards childcare costs and exam re-sit fees if aged 19 or under on 31/08/16

Cash Payments, where made, will be on a termly basis (i.e. 6 times per year)

A percentage of the bursary allocation will be kept aside by the school for students in the medium and high priority groups whose circumstances change during the year. These funds will be used towards the cost of school trips, meals and any other educational needs which arise. Any funds remaining at the end of term 5 will be added to the payment made in term 6 to the medium and low priority groups.

Low priority group

- Have a gross annual household income of between £23,000 and £28,000

Those in the low priority group will be considered for funding based on the Academy allocation and subject to available funding **after** those in the high and medium priority groups have been awarded. Students in this group may get a **contribution** towards the cost of essential course equipment, uniforms and transport costs (they may also receive a cash bursary if aged under 19 on 31/08/16, if funds permit).

Cash Payments, where made, will be on a termly basis (i.e. 6 times per year)

The termly cash payment for the medium and low priority groups will be dependant upon attendance and will be paid on a pro-rata basis as follows:

<i>Termly Attendance %</i>	<i>Payment %</i>
<i>95-100</i>	<i>100</i>
<i>90-95</i>	<i>80</i>
<i>85-90</i>	<i>60</i>
<i>80-85</i>	<i>40</i>
<i>0-80</i>	<i>0</i>

To ensure attendance records are accurate all student absences must be reported on each morning of absence. If this is not possible a note explaining the absence needs to be sent to the school at the earliest possible date following the period of absence.

Students applying for the 16-19 bursary may receive a stationery pack at the start of the year in lieu of part of their bursary allowance to ensure they have appropriate equipment to start their sixth form subjects with.

Applications will be taken throughout the year meaning that payment amounts will vary. Confirmation of eligibility and the amount of each termly payment will be emailed to the student prior to payments being made.