

# **East Leake Academy 16-19 Bursary Fund**

## **Guidance Notes**

### **Eligibility**

To be eligible to receive a Bursary a student:

- must be under 19 on the 31st August in the academic year in which he/she starts the programme of study
- must satisfy YPLA residency criteria

To continue to receive a bursary a student must satisfy the following conditions:

- The student must not have unauthorised and unexplained absence or lateness from lessons or from school
- The student must not have broken the terms of the Sixth Form contract

Bursaries are paid in instalments. At the end of each term a review will be made of how well these conditions have been met and adjustments may be made to the next allocation.

The school will seek to identify students who are eligible for a Level 1 Bursary. Parents/carers/students will need to provide appropriate documentation to prove entitlement, for example a letter setting out the benefit to which the student is entitled, or written confirmation of the student's current or previous looked after status from the local authority which looks after him/her or provides the leaving care services.

Students who wish to apply for a Level 1 Bursary should use the School Application Form (see below).

Other students may be eligible for a smaller Level 2 Bursary. These will be determined by the school on an individual case by case basis. We will seek to target our Bursary toward students facing financial barriers to participation. The amount that will be paid will be dependent on the number of applications for assistance received and the size of the bursary fund allocated to the school by the government. To enable the school to make an informed decision the parent/carer will be requested to supply documentation e.g. indicating entitlement to Income Support, Tax Credits or a P60 for the previous year, as proof of income and/or earnings. Students currently or previously in receipt of free school meals are not automatically entitled to receive a bursary, but this may be taken into account.

Parents/carers who wish to apply for a Level 2 Bursary should use the School Application Form (see below).

### **Changes in Circumstance Over the Academic Year**

A small contingency amount will be retained from the overall bursary fund so that some support could be available in the event of a sudden deterioration in the financial circumstances of a

student. Payments to students may also be adjusted to take account of improvements in a student's circumstances.

The East Leake Academy 16-19 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.

The scheme is divided into two parts:

### **Level One Bursary**

This bursary is £1,200 a year and is paid weekly. It will be awarded to:

- Young people aged 16 and 17 in care.
- Care leavers aged 16, 17 and 18.
- Young people aged 16, 17 and 18 who are in receipt of income support (for example, young people who are living independently of their parents; those whose parents have died and teenage parents).
- Disabled young people in receipt of Employment Support Allowance who are also in receipt of Disability Living Allowance.

### **Level 2 Bursary**

This bursary is available to East Leake Academy students not eligible for the full Level One Bursary who live in a household whose family income is £16,190 per annum or less and whose parents/guardians are in receipt of 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 guaranteed element of State Pension Credit.
- Child Tax Credit provided they are not entitled to Working Tax Credit and have an annual income (as assessed by HM Revenue & Customs) that does not exceed £16,190.
- Working Tax Credit 'run-on' - the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit.

The level of support which the School can offer is dependent on the total funding received from the Young People's Learning Agency (YPLA) and the number of applications it receives. The level of funding may vary during the academic year.

### **Additional Help**

Under **exceptional** circumstances students who are not automatically eligible for an award can also apply for help with one off course related expenses (proof of income or hardship will be asked for). Applications for additional help will be considered on an individual basis and is dependent upon available funds.

### **Payment Conditions**

- All bursary payments will be directly linked to attendance, behaviour and performance.
- All bursary payments will be paid directly into a student's bank account, dates to be advised.
- Eligible students must be under 19 on 31 August 2016 and enrolled on a non-fee paying full time course at the School.

# East Leake Academy 16-19 Bursary Fund

## Application Form

**N.B: This form must be completed by the student applying for the Bursary funding.**

**SECTION 1 – Student Details** (please print details and complete in black ink)

First Names:	
Surname:	
Date of Birth:	
Home telephone No:	
Email:	
Mobile No:	

**SECTION 2 – Level One Bursary (£1,200 per annum).**

Please tick the box that applies to you:

I am living in care	
I am a care leaver	
I am in receipt of income support	
I am in receipt of Employment Support Allowance and also in receipt of Disability Allowance	

**(If you are applying for a Level 1 Bursary and have completed Section 2 please now go to Section 4)**

**SECTION 3 – Level Two Bursary**

I am a student who permanently lives in a household whose parents/guardians receive one of the following. (Please tick the appropriate box)

Name of person receiving benefit:	Income Support	Job Seekers Allowance	Employment Support Allowance	Support under Part VI of the Immigration and Asylum Act
1.				
2.				

**Please note: If you are not in one of the above categories you must provide proof of family income.**

**Financial Assessment – Income**

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

Name of Person receiving Income:	Are you employed	
1.	Yes / No	If yes, please submit P60 or Working Tax Credit Award Certificate – or other Inland Revenue acceptable proof.
2.	Yes / No	If yes, please submit P60 or Working Tax Credit Award Certificate – or other Inland Revenue acceptable proof.

## SECTION 4 – Proof of Income/Benefit Submitted

Whatever you have declared in Sections 2 or 3 must be supported with evidence in order for an assessment to be made. The tables below show the evidence required.

*Please tick the ones you are providing.*

Type of Income	Required Evidence	Tick if Supplying
<b>Annual Salary</b>	P60 for tax year 2015-1, or last week in March 2016 payslip or month 12 (March 2016) payslip or Working Tax Credit Award Notice marked 2015-16	
<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>Employment Support Allowance</b>	Entitlement / Award letter – dated within the last 3 months	
<b>Incapacity Allowance</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>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>Grants or bursaries etc</b>	Relevant paperwork detailing entitlement and amount paid	
<b>Disability Living Allowance</b>	Entitlement / Award letter – dated within the last 3 months	
<b>Any Other income</b>	Relevant paperwork	

### **SECTION 6 – Further Information**

Please give any details below of any other circumstances that you would like us to know about to help with your application. Please also advise your anticipated expenditure on travel, food, equipment etc.

### **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.
2. I undertake to supply any additional information that may be required to support this application.
3. I understand that if I refuse to provide information relevant to my claim the application will not be accepted.
4. I also undertake to tell the School of any change in my circumstances 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.
5. 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 (Student):**

**Date:**

**Signed (Parent or Guardian named above)**

**Date:**

**Please note: Applications for 2016/2017 should be returned as soon as possible to the School Office Box.**

*For Office Use only:*

*Date Received:*

*Bursary Approved:*                      *Yes or No*

*Level One Bursary or Level 2 Bursary*

*Authorised By:*

*Date:*

*First payment made – Date:*

*Additional Notes:*