

STUART BATHURST CATHOLIC HIGH SCHOOL
SIXTH FORM BURSARY FUND GUIDANCE
2018-2019

There are two levels of Bursary payment:

Level One

This is fixed at £1,200 per year and is designed to support the young people in most need. These have been identified by the government as:

- young people in care
- care leavers
- young people in receipt of income support
- disabled young people in receipt of Employment Support Allowance who are also in receipt of Disability Living Allowance.

The school will seek to identify students who are eligible for a level 1 bursary. Parents/carers 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.

Parents/carers who wish to apply for a level 1 bursary should use the school application form (see below).

Level Two

Other students may be eligible for a smaller one off bursary payments. These will be determined by the school on an individual case by case basis. We will seek to target our bursary awards 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 may 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).

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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.

Application

Those wishing to apply for a bursary must complete the application form, which will be available from the sixth form office, the finance office, and on the school website, and must submit it no later than **Friday 19th October 2017**. (If your circumstances deteriorate during the academic year, you should speak to a member of the Sixth Form management team).

16 - 19 Bursary Fund Application Form

Level One

TO BE COMPLETED BY THE STUDENT

Surname

First Name

Date of Birth

Form

Address:

Are you in Local Authority Care?

Yes/No

Supporting documentation enclosed

Yes/No

Are you with Foster Parents?

Yes/No

Supporting documentation enclosed

Yes/No

Are you a care leaver?

Yes/No

Supporting documentation enclosed

Yes/No

If you are not living with adults who are mainly responsible

Yes/No

for you and you are not in care do you currently receive
income support?

Supporting documentation attached

Yes/No

Are you a disabled student who receives employment support
allowance and disability living allowance?

Yes/No

Supporting documentation attached

Yes/No

Student Declaration:

I understand that any bursary I may receive is dependent on meeting 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

I understand that if I fail to meet these conditions, my bursary payment will be reduced or withdrawn. The information on this form is correct to the best of my knowledge.

Signature

PRINT NAME:

Date

Please submit applications and supporting documentation to the Headteacher before the deadline of 19th October 2017. If your circumstances change you should inform the school immediately so that an adjustment may be considered.

16 - 19 Bursary Fund Application Form

Level Two

TO BE COMPLETED BY THE PARENT/CARER

Student's details

Surname First Name Date of Birth Form

Parent/Carer's details

Surname/Family Name

Address:

Relationship to student:

Does the student named above live with you at the given address? Yes/No

Are you currently on income support or other means tested benefits? Yes/No

Supporting Documents enclosed Yes/No

What is the total family income for the last tax year? £

Supporting Documents enclosed Yes/No

Was your son/daughter eligible for free school meals in year 11? Yes/No

Supporting Documents enclosed Yes/No

Do you meet UK residency conditions? Yes/No

Supporting Documents enclosed Yes/No

Student Declaration:

I understand that any bursary I may receive is dependent on meeting 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

I understand that if I fail to meet these conditions, my bursary payment will be reduced or withdrawn. The information on this form is correct to the best of my knowledge.

Signature

PRINT NAME:

Date

Parent/Carer Declaration:

I understand that any bursary award my child may receive is dependent on meeting 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

The information on this form is correct to the best of my knowledge.

Parent/Carer Signature

PRINT NAME:

Date

Please submit applications and supporting documentation to the Headteacher before the deadline of 19th October 2017. If your circumstances change you should inform the school immediately so that an adjustment may be considered.