



Bursary Funds

Statement of intent

At Braintree Sixth Form, we are committed to closing the attainment gap between students from poorer and more affluent backgrounds, and to ensuring that every student has the opportunity to fully participate in and benefit from their place in 16-19 education.

We are committed to:

- The distribution of 16-19 bursaries via a fair and equal process that is transparent, accountable and easily understood
- Ensuring that information regarding the application, award and administration of 16-19 bursaries is publicly available on request.
- Widening access to, and participation in, sixth form education
- Monitoring and reviewing our policies to ensure effectiveness

Claiming Bursary Payments

Eligibility

To qualify students must be a legal resident in the UK and be:

- aged over 16 and under 19 on 31 August 2018, or
- a 19+ continuer, in other words, a student who is over 19 at 31 August 2018 and is continuing on an eligible study programme that they began aged 16 to 18, or
- a student who is over 19 at 31 August 2018 and has an Education, Health and Care Plan (EHCP) and are attending eligible education provision

There are three levels of Bursary. Levels 2 and 3 are paid on a discretionary basis:

Level 1 – Students under the age of 19, who have a financial need, and who are in one of the following defined vulnerable groups can apply for a bursary of up to £1200 per year:

- in care
- care leavers
- in receipt of Income Support, or Universal Credit because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them, such as a child or a partner
- in receipt of Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right

Level 2 – Students who received Free School Meals in year 11 and who continue to be eligible for Free School Meals in the Sixth Form can apply for financial support to overcome financial barriers that might prevent them from continuing in full time education. Level 2 bursaries are usually up to £600 per year.

Level 3 – Students who do not qualify under Level 1 or Level 2 can apply for one-off payments (maximum £200 per year) to assist with specific additional expenditure of an educational nature. For example, these funds could be awarded towards the cost of a trip, travel expenses, stationery and equipment etc. Application for one-off payments of this sort must be adequately evidenced, in terms of both itemising costs and the household's inability to meet these costs without support. The criteria for any support are that the total household income must be less than £16,105 per year and that no other income is available from another household to support the student.

Evidence Required

Level 1 – Students receiving state benefits can provide a letter from the Department for Work and Pensions setting out the benefit they are entitled to. If they are in care or a care leaver, the local authority will be able to provide a letter confirming this.

Level 2 – Students will need to show evidence of having received Free School Meals in Year 11 and that they continue to be eligible for Free School Meals in the Sixth Form.

Useful Link

More information about Free School Meals and an on-line application can be found through the Essex County Council website at:

www.essex.gov.uk/Education-Schools/Schools/Pupil-Parent-Support/Pages/Healthy-Living-School-Meals.aspx

Level 3 – For students applying for a one off payment we will require the attached Financial Declaration Form completing, which will need to be supported with documentary evidence.

Terms and Conditions

- Students in receipt of bursaries must attend all timetabled lessons and pastoral activities, unless the absence is authorised.
- Attendance of at least 90% is required.
- Any student absence due to sickness will be expected to be supported by a note from a qualified medical practitioner.
- Holidays outside calendared Sixth Form holiday times are not permitted.



**Bursary
Application Form**

Name:	Tutor Group:
Address:	
Postcode:	
Student telephone number:	
Parent/carer telephone number:	

Bursary applied for (students applying for Level 1 may not also apply for Level 2 or 3):

- Level 1 – for students in care, care leavers, young people receiving Income Support or Universal Credit to financially support themselves or themselves and a dependent. Or students in receipt of Disability Living Allowance or Personal Independence payments in their own right
- Level 2 – for students who received Free School Meals in Year 11 and continue to be eligible for Free School Meals in the Sixth Form.
- Level 3 – for students applying for one-off payments to assist with specific additional expenditure of an educational nature. In the space below (and using additional sheets if necessary) you must explain why you need this support and what you need this funding for (identify and itemise the costs). Complete the attached Financial Declaration Form and provide supporting financial evidence. These must be originals of the necessary documents and dated within 3 months of the time of application. Documents will be photocopied and returned to you.

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Payments will be made in equal termly instalments and paid via BACS directly into the student's bank account, unless payment has been awarded for an item or service that is being provided by Braintree Sixth Form. Please provide the details below:

Name of Bank and Branch:

Name of Account Holder:

Sort code: Account Number:

Email address for confirmation:

Please read and sign the declaration and return this form together with documentary evidence in a sealed envelope to Mrs H Lewsey, Administrative Support Assistant at Braintree Sixth Form marked 'Confidential'.

Declaration by student and parent(s)

I understand that if I do not maintain good levels of behaviour, effort, attendance, and adherence to the Student Agreement then my bursary may be reduced or withdrawn without notice.

I confirm that, for Level 2 and 3 bursaries, no other income or financial support is available from another household to support the student.

If I leave Braintree Sixth Form at any time within 4 weeks of a bursary being awarded/paid then I will repay the funds given to me.

If my circumstances change, I confirm I will inform Braintree Sixth Form in writing.

I confirm that:

The information I have given is, to my knowledge true and correct and Braintree 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, and that failure to supply correct information before the stated deadlines may result in losing the opportunity of funding for the term in question.

Data Protection Act

I understand that:

The data contained on this form will be held on file for seven years and that Braintree 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 Sixth Form 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 signature Date:

Parent signature Date:

For completion by BSF staff :

Staff signature Date received:



Financial Declaration Form

	Income (£)	
	Monthly	or Annual
State Benefits (Please list the type of benefit and provide the latest letters from the Benefits Agency confirming the amount payable)		
Earned Income (Please state amount before tax and provide the payslips for the previous two months, along with the latest P60)		
Savings/Investments (Please provide copy statements)		
Other income (e.g. Maintenance payments, rental income)		

I confirm that the information provided above is, to the best of my knowledge, true and accurate.

Signed:.....

Dated:.....