



# **St John Payne Catholic School**

## **Sixth Form Bursary Scheme**



## **Financial support for students in 2017/18**

To be eligible to receive a 16-19 Bursary in the 2017/18 academic year, the student must be aged 16 or over and under 19 on 31 August 2017.

The 16-19 Bursary Fund has two elements:

### **Vulnerable Student Bursary**

You could get up to £1,200 if at least one of the following applies:

- > You are living in care or recently left local authority care
- > You are receiving Income Support (or Universal Credit in place of Income Support) in your name
- > You are disabled and receiving both Employment Support Allowance (ESA), and Disability Living Allowance (DLA) or Personal Independence Payment (PIP) in your name

You may get the full amount if you have expenses and study full time on a course of at least 30 weeks. You will usually receive less, or no bursary, if the course is shorter, you study part time or have few expenses.

If you think you are eligible for this £1200 bursary please contact the Business Manager, Mrs Morley as soon as possible as the school needs to apply directly to the Learner Support Service for this grant.

You will have to provide documentary evidence of award letters.

### **Discretionary Bursary**

The Discretionary Bursary is categorised by St John Payne Catholic School into High, Medium and Low priority.

Eligible students may apply for the discretionary bursary, by 30th September 2017, for a contribution towards:

- > The cost of transport, essential course equipment, related educational visits, exam re-sit fees

The Award may be paid as a one off payment for specific items or a bursary for support, according to need.

#### **High Priority - Level 1**

Students who fall into one or both of the following categories:

- > The student is currently eligible for free school meals
- > The student lives in a household where the parent(s)/guardian(s) are in receipt of Income Support or Universal Credits

#### **Medium Priority – Level 2**

Students who live in a household where the gross annual household income is less than £22,500

#### **Low Priority – Level 3**

Students who live in a household where the gross annual household income is less than £30,000 but more than £22,501

Amounts paid will be subject to the number of students in the category, the availability of funds and will be pro rata for applications made during the academic year.

*Financial support is dependent on supplying requested evidence of income, meeting agreed attendance and behaviour criteria and is at the discretion of the Business Manager and Head of Sixth Form.*

**Financial support is dependent on meeting agreed attendance and behaviour**

***The awards will be dependent on good behaviour, adherence to the sixth form contract and 90% attendance Please note that the school has been allocated only a small amount for this Bursary Scheme and therefore funds are limited.***

## Bursary Scheme

### What can the money be spent on?

The money is for the books, meals, transport or other course-related costs needed to help a young person stay in education.

### If I am in one of the eligible groups what evidence will I need to provide?

- Parents P60 tax certificate if they are in employment.
- If your parents are in receipt of benefits, documentary evidence is required of award letters.
- If you are in care or a care leaver, the local authority will be able to provide a letter confirming this.

If you have any other financial needs you will need to show documentary evidence as to why you need financial support for level 2 and 3 bursaries and evidence relating to Free School Meal eligibility and household income will be required.

### Free School Meals criteria – do you qualify?

Parents or guardians receiving the following benefits can claim Free School Meals:

- Income Support
- Jobseekers Allowance (Income Based)
- Income Related Employment & Support Allowance
- Child Tax Credit with an annual taxable income of less than £16,190, however you will not normally be eligible for Free School Meals if you receive any amount of Working Tax Credit.
- Pension Guarantee Credit

### How do I apply?

You should submit applications to, as soon as possible after admission in September, but by the 30th September and 20<sup>th</sup> January 2018 Please be aware that should your financial circumstances change during the academic year you may apply for assistance in the first two weeks of the spring term.

Please complete the Application Form attached to this policy and remember to include evidence to support your application. Photocopies are accepted, but if original documents are sent please provide a SAE.

### What happens to my application form?

All applications will be considered by a **School Remissions Panel**

**The School Remissions Panel** will comprise of two members of the School Leadership Team and the Head of Sixth Form.

The Panel will sit in **October and January** to assess each claim and authorise payments.

Payments will be made to students after the Panel has met in October (50% of bursary) and February (50% of Bursary).

Students whose applications are approved will be monitored and evaluated throughout the year and reports given to the School Remissions Panel regarding students failing to meet the conditions of the grant.

### The grant will be withdrawn at any time if a student fails to meet the criteria.

In some circumstances the school may choose to provide an 'in kind' support or for example purchasing equipment or a service on behalf of the eligible student

### Advice on bank accounts

Students aged 16 are able to open a basic bank account, which is offered by 16 members of the British Bankers Association. The basic bank account will allow for receipt of the bursary by cashless means, and will allow funds to be withdrawn via ATMs as well as via standing orders and direct debits where necessary.

- Where bursary payments are to be made to a bank account, they can only be made to the student's bank account.
- Payments may not be made into another person's account, except in exceptional circumstances where a student is unable to administer their own account.
- Payments may be made to a joint account, as long as the student is one of the account holders.
- If a student has a Post Office account, it should be noted that these accounts do not accept payments by BACs (electronic bank transfers)

***NB The bursary payment to schools is a fixed sum and not on a per student basis. St John Payne Catholic School may vary the amounts of its bursaries to deal fairly the number of eligible students in the sixth form.***

**St John Payne Catholic School**  
**Sixth Form Bursary Application Form**

Name ..... Form .....

Date of Birth .....

Address: Home tel no .....

Student mobile no .....

Parent mobile no .....

**\*Mandatory - Student email address**.....

Bursary Applied for (tick one box only)

Direct Bursary  For students who are living in care, a local authority care leaver, receiving income support or are disabled and receiving both Employment Support Allowance and Disability Living Allowance or Personal Independence Payments.

Level 1  For students who receive Free School Meals or whose parents are in receipt of income support or Universal Credits. Please list the identifiable financial need in the space below: (eg transport costs, books and equipment)

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.....

Level 2  For students who live in a household where the gross annual household income is less than £22,500

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Level 3  For students who live in a household where the gross annual household income is less than £30,000 but more than £22,501. Please list the identifiable financial need in the space below: (eg transport costs, books and equipment)

.....  
.....

Evidence should be attached to support your application. **If no evidence is attached the application will not be considered.**

If you are successful in your application the school will need your bank details. Please confirm your bank account number, sort code and bank name and address:

Bursary Scheme

Sort code..... Account no.....

Bank name/address.....

**Please read and sign the declaration and return this form together with documentary evidence in a sealed envelope to Finance Office marked 'Confidential' 'Attention of the Business Manager' or email completed form to [mmo@sjp.essex.sch.uk](mailto:mmo@sjp.essex.sch.uk)**

**Declaration by student and parent(s)**

I agree to this application being scrutinised by the Remissions Panel, whose decision is final and not subject to any appeals process.

I understand that if I do not behave well, fail to adhere to the Sixth Form contract/code or have attendance below 90% then my bursary will be 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 the Sixth Form at any time within 4 weeks of a bursary being paid I will repay the funds given to me.

The information I have given is, to my knowledge, true and correct and St John Payne Catholic School Remissions Committee 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/full evidence of income has not been supplied.

**Data Protection Act:**

I understand that:

The data contained on this form will be held on file for seven years and St John Payne Catholic School 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 consent to the disclosure of any information sought in accordance with the application for the purposes of the Data Protection Act 1998.

The school 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's signature ..... Date: .....