



Bluecoat Sixth Form
believe in yourself, in others, in God

Bluecoat Academy Sixth Form

16 - 19 BURSARY FUND APPLICATION FORM

**THIS GUIDANCE IS FOR 2019/20 AND IS SUBJECT TO
CHANGE FOR 2020/21**

**Please return your completed application form and
supporting evidence by 25th October.**

Application Guidance 2019-20 - **PLEASE READ**

The bursary fund is available and open to all students to provide financial support to cover the cost of items related to educational participation.

ELIGIBILITY CRITERIA

To be eligible the young person must be aged under 19 at the start of the academic year in which they start their programme of study and must fall into the following categories:

Vulnerable Group

Students in care, care leavers or young people in receipt of income support are eligible to apply for financial support for £1200 per year from the vulnerable group 16-19 bursary fund.

Discretionary Group

Students experiencing financial difficulty can apply for financial support. Eligibility is determined by means assessment of combined annual household income (to include salary and/or benefits and Universal/Tax credits) within the threshold limit.

Financial support will be allocated proportionally per year as follows:

<u>Priority</u>	<u>Household Income</u>
High Plus	Under £16,190 (eligible for FSM)
High	£16,191 to £22,000
Medium	£22,001 to £27,000
Low	£27,001 to £30,000

Funding will be allocated in order of priority. Termly limits will be applied depending on circumstances and the uptake in specific priority groups.

If a student leaves their learning programme or completes their course, they will not be eligible to receive further payment and any overpaid monies may need to be repaid.

IMPORTANT - Please note that payment figures quoted are subject to change dependent on annual funding and demographic need of students which cannot be pre-determined until enrolment and application to the scheme.

The Sixth Form cannot supplement the bursary once its funds have been used up and no further student claims will be possible during that academic year.

Application

Completed forms should be submitted along with the appropriate documented evidence of proof of income and benefits. Confirmation that an application has been successful and level of funding allocation will be communicated by letter/email to the student. Applications will be dealt with in order of priority (as detailed above).

<u>Type of Evidence</u>	<u>Document required</u>
Salary or Wages	Accounts or P60 for tax year 2018/19 ending April 2019 or the 3 most recent pay slips.
Personal independent payment, Income Support, Job Seeker's Allowance, Disability Allowance, Employment Support Allowance, Incapacity Benefit, Personal Independent payments, Carer's Allowance, Working Tax & Child Tax Credit, Grants or Bursaries.	Most recent entitlement/award letter (preferably dated within the last 3 months)

ASSESSMENT CUT OFF DATES: To ensure applications are assessed efficiently we have set three cut off dates. If applications have been submitted before 27th September 2019 students will receive an email notification on the application status week commencing 23rd September 2019. Applications submitted after 27th September 2019 will receive an email notification week commencing 11th October 2019 and applications submitted after 11th October will receive an email notification by the 8th November. Any applications submitted after that date will be assessed on an ad hoc basis.

PLEASE NOTE: It is the expectation and responsibility of parents and students that they are accountable for informing the academy of any changes to their circumstances that may affect their eligibility for continued bursary funding.

Assessment

Each time a student applies for and makes consequent claims for support, bursary assessment criteria must be met:

- at least 95% attendance
- ATL grades in all subjects of ‘engaged’ or above or showing significant improvement
- meeting of homework and coursework deadlines
- adhering to all aspects of the learner agreement

The following dates are the three weekly assessment periods; the above assessment criteria is used to determine whether or not a student is eligible for the 3 weekly bursary payment.

9/09/2019-27/09/2019	30/09/2019-18/10/2019	4/11/2019-22/11/2019
25/11/2019-13/12/2019	16/12/2019-17/01/2020	20/01/2020-07/02/2020
10/02/2020-6/03/2020	9/03/2020-27/03/2020	30/04/2020-1/05/2020
4/05/2020-22/05/2020	1/06/2020-19/06/2020	

Back pay of payments put on hold

When a student has failed to meet assessment criteria for a full term, students will no longer be entitled to those funds and will not receive back pay.

9/09/19-13/12/19 autumn term 16/12/19-3/04/20 spring term 20/4/20-19/06/20 summer term

PAYMENT

Payments are made to students only, not a third party. Payments are made by BACS (direct to the bank) so it is important students have their own bank account and complete the BACS section of the application form.

3 weekly payments

Part of the student’s entitlement will be paid in block payments every 3 weeks. The amount will depend on their priority group and the number of applicants to the scheme. This will be confirmed by email once all applications have been fully processed in the autumn term.

Reimbursement

The other part of the student’s entitlement will be available for help with the purchasing of expensive items. This can be paid on a reimbursement basis; receipts must be handed into the Sixth Form office in order to have the amount reimbursed. Where a student is unable to make an outright purchase and seek reimbursement, they should contact the Sixth Form office to discuss alternative methods of purchase.

Reimbursement items covered by the bursary fund include:

Transport (Max spend £275)	Academic or Yearly* bus passes must be purchased & receipts handed into the Sixth Form office by 18 th October 2019. Daily bus tickets will NO longer be reimbursed; you will need to purchase either weekly, monthly or termly passes. *Yearly bus passes- the bursary will only reimburse for the months you are in education at the Sixth Form.
IT & Technology provisions (Max spend £275)	ONLY one payment for a laptop/computer/printer will be made during a student's studies whilst in Sixth Form. - Printer purchases (Max spend £50) - Technology items must be purchased in the Autumn term if reimbursement is required. Any purchases after this time will NOT be reimbursed. - If there is difficulty paying for any item up front please contact the Sixth Form office before 18 th October 2019. Receipts for reimbursement of technology items must be handed into the office on or before 20 th December 2019.
Resources & Equipment (Max spend £100)	Stationery (Pens, Pencils, Paper/notepads, Maths equipment & ink)
Exam/Resits	YEAR 13 ONLY: up to 2 per academic year
Meals within the academy/ Sixth Form (Max spend £2.50 per day onsite catering)	Max spend £2.50 per day on catering from the Sixth Form deli or main school canteen. NOTE: you must inform the Sixth Form office if you would like the funds reimbursing.
Educational trips & visits (Max spend £100)	Once a commitment to a trip has been made and bursary fund used towards the cost this money cannot be refunded if for any reason a student withdraws their commitment.
Specific hardship	Dependent on circumstances

The deadline for handing in all other receipts for reimbursement will be 22nd May 2020.

Payments made to the student as part of their block payments can be spent on the above items, at costs determined by the student.

Appeals

If an application has not been approved, and/or you wish to appeal against any decision, this concern should be addressed to the Head of Sixth Form in writing.

All communications regarding a bursary application and any claim should only be undertaken via the student and the academy, and no third party.

The Head of Sixth Form reserves the right to authorise payments outside of these criteria where there are extenuating circumstances and/or there is clear educational value in releasing the funds.

General Data Protection Regulations

All supporting evidence will be used to assess whether your child is eligible for the 16-19 bursary. Information is kept confidential and secure subject to the Data Protection Act 2018. Data will only be shared with staff who assess the 16-19 bursary fund and will also be shown to auditors. All evidence will be kept on file for seven years in line with our finance retention schedule. You may see, at any reasonable time, the information kept about you and should correct information that is wrong or misleading.

16 - 19 Bursary Fund Student Application for Support 2019-20

Please refer to the guidance notes to assist your application

Surname:		Forename:		Tutor Group:		
Address:						
Telephone Number:	Home:			Mobile:		
Who do you live with?	Mother <input checked="" type="checkbox"/>	Father <input checked="" type="checkbox"/>		Other <input checked="" type="checkbox"/>		
Are you a lead carer for a parent or sibling with a diagnosed illness	Yes <input checked="" type="checkbox"/>		No <input checked="" type="checkbox"/>		Details	
Are you entitled to Free School Meals?						
Do you fall into any of the following categories	Looked After Child <input checked="" type="checkbox"/> Currently in care	CARE Leaver <input checked="" type="checkbox"/>	Live independently <input checked="" type="checkbox"/> Without parents/guardian	On Income Support <input checked="" type="checkbox"/>	Parent (on CARE to Learn) <input checked="" type="checkbox"/>	Parents in the Armed Forces <input checked="" type="checkbox"/>
How do you travel to the Academy	Bus <input checked="" type="checkbox"/>		Car <input checked="" type="checkbox"/>		Walk/Bike <input checked="" type="checkbox"/>	
Which criteria group do you meet?	Vulnerable Group: Yes/No			Discretionary Group: Yes/No		

**Evidence is required as proof of both salaried income and any benefits or tax/universal credits as appropriate. Please ensure you provide evidence of all entitlements e.g. copies of P60s, tax credit statement, letter confirming the amount of Income Support awarded, etc.
Please complete the table below to indicate the details of household income.**

	Mother	Father	Other
Salaried Income (P60)	£	£	£
Income Support	£	£	£
Incapacity Benefit	£	£	£
Job Seeker's Allowance	£	£	£
Working Tax Credits	£	£	£
Tax Credits	£	£	£
Universal Credit	£	£	£
CARE to Learn	£	£	£
Other	£	£	£

Declaration - PLEASE READ CAREFULLY			
<p>I declare that;</p> <ul style="list-style-type: none"> • I have been resident in the UK for at least 3 years • the information given on this form is correct and complete to the best of my knowledge • I understand that if I leave the course or finish the course I will no longer be eligible to receive any financial support through the Academy • I understand that if I give false or incomplete information I may be prosecuted • I have read and understand the eligibility, payment and assessment criteria as set out in the application form/guidance notes. • I understand that if my circumstances change I must inform the college immediately if it will affect my eligibility for the bursary • By signing this declaration you agree to all terms and conditions under the GDPR section, pg 4. 			
Signature of applicant (STUDENT)		Date	

APPLICATION APPROVAL - office use only

<i>Details of documents enclosed and household income</i>			
Reviewed By:		Date	
Application Approved:	Yes/No		
Approved By:		Date	
Additional Notes/Comments			

BACS PAYMENT DETAILS FOR TRANSFER OF BURSARY PAYMENTS

Forename	<input type="text"/>	Surname	<input type="text"/>
Address	<input type="text"/>	Reg	<input type="text"/>

BANK ACCOUNT DETAILS (This must be your own personal account)

Bank/Building Society Name	<input type="text"/>
Branch Name	<input type="text"/>
Bank/Building Society Address	<input type="text"/>
Bank Sort Code	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Bank Account Number	<input type="text"/>
Or Building Society Roll Number	<input type="text"/>
Full Name on the account	<input type="text"/>

I confirm that all future payments made to me by Bluecoat Academy through the Bursary Fund should be sent direct to the above account. I will notify Bluecoat Academy immediately if any of the above details should change. I shall not hold Bluecoat Academy liable for payments received late or not at all as a result of me providing incorrect information.

Signed

Date

For Finance Use Only:

Input By:

Input Date: