



## Application for the 16 – 19 Bursary Fund

**Name:** .....

**Form:** .....

The fund is made available from the government through its funding body - Young People's Learning Agency (YPLA) for 16-18 year olds - to provide assistance to students whose access to, or completion of, education is inhibited by financial constraints or barriers.

### **How does Tuxford Academy assess applications and allocate 16-19 Bursary funding?**

The 16-19 Bursary Fund is a limited fund and the Academy will prioritise allocation.

There are 3 priority groups, categorised as:

#### **HIGH (Vulnerable student bursary)**

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

1. you're in or recently left local authority care
2. you get Income Support or Universal Credit because you're financially supporting yourself
3. you get Disability Living Allowance (DLA) in your name and either Employment and Support Allowance (ESA) or Universal Credit
4. you get Personal Independence Payment (PIP) in your name and either ESA or Universal Credit

You may get the full amount if you have expenses and study full-time on a course of at least 30 weeks.

- *If you qualify by category 1 above please provide written confirmation of current/previous 'Looked After' status from the relevant Local Authority or their Leaving Care Review Document*
- *If you qualify by category 2 or 3 above a letter from DWP is required saying which benefit the young person is entitled to. The letter should confirm that they can be in further education or training.*

You'll usually get less than the full amount, or no bursary, if one of the following apply:

1. your course is shorter than 30 weeks
  2. you study part time
  3. you have few expenses
- *Payments will be made weekly by BACS.*

#### **MEDIUM (Discretionary bursary)**

You will qualify for a bursary of between £10 - £30 per week dependent on meeting agreed attendance and progress criteria if you are a student who is currently (*this will be subject to availability of funds*):

- ✓ Eligible for Free School Meals (A student must be aged 16 or over but under 19 at 31 August 2020 to be eligible for help from the bursary fund in the 2020 to 2021 academic year) or
  - ✓ Students aged 19 or over are only eligible to receive a discretionary bursary if they are continuing on a study programme they began aged 16 to 18 ('19+ continuers') or have an Education, Health and Care Plan (EHCP).
  - ✓ Meet the residency criteria in [ESFA funding regulations](#) for post-16 provision.
- *Payments will be made weekly by BACS.*

#### **LOW (Discretionary bursary)**

Students living in a home where there is a gross annual household income of **between £16,190 and £25,000** (*proof of income must accompany the application e.g. P60 or wage slip/s which states the annual household income*).

Those in the low priority group will be considered for funding based on the Academy allocation and subject to available funding after those in the high and medium priority groups have been awarded. Students in this group may receive a contribution of up to £200 maximum towards the cost of essential course equipment and transport costs which could include (evidence will be required):-

1. Course equipment such as text books, revision guides, IT equipment
2. Trips related to subjects
3. Half-fare bus pass or equivalent travel claim
4. University/College/Apprenticeship visits
5. UCAS application
6. Additional qualifications (e.g. First Aid)
7. Re-sit costs (if applicable)

**Pre-approval** for these items will be required before any payments will be made. Payments will be made on, as and when required basis.

Students qualifying for the full bursary will be dealt with on a priority basis and all other payments will be made subject to final applicant numbers.

### **Your Student Learner Agreement**

**This agreement is a promise.**

**You** promise to:

- ✓ Attend **all** registration sessions
- ✓ Attend **all** your classes punctually
- ✓ Do **all** your course work on time and to a satisfactory standard
- ✓ Do **all** your homework on time and to a satisfactory standard
- ✓ Obey **all** the rules of the school and your tutor(s)
- ✓ Notify the school on the **first day** of any absence
- ✓ Notify the school **in advance** of any appointment

**Your school** promise to:-

- ✓ Explain what you have to do on your course
- ✓ Explain what results you have to get from the course
- ✓ Explain the rules of the school

### **REMEMBER**

**You must have 100% attendance and have no effort or behaviour issues to receive your weekly payment.**

**If you are ill** your payment may be affected, you must telephone the school or college straight away and advise Mrs Cupit, Post 16 Office, a decision will be made on an individual basis.

Non-urgent appointments with doctors and dentist **must** be made **outside school time**.

You must obey all the school rules and listen to your tutor or your Bursary may be suspended.

You **will not** be paid for holidays.

You **will be** paid for **authorised** study leave.

### **Absence from school**

There are two types of absence:-

#### **Authorised absences**

1. Appointments with doctors and dentists **must** be made outside normal school time, unless an emergency Appointment is required. For fixed appointments such as hospital, orthodontist or driving TEST **proof of appointment will be required before absence**; this should be handed to Mrs Cupit in the Post 16 Office.
2. Death of a close relative or friend – you must tell your tutor and Mrs Cupit as soon as possible.
3. Official religious festivals – up to 4 days in any school year, provided you tell your tutor in advance.

**Unauthorised absences**

- 1.Examples of unauthorised absences are given below :-
- 2.holidays
- 3.driving LESSON
- 4.absence from any lesson
- 5.illness of other members of the family (*unless agreed by school*)
- 6.helping at home
- 7.taking younger brothers or sisters to school
- 8.doctors appointment within school time
- 9.**Sickness is not accepted as a reason for authorised absence** unless there are special circumstances (see Authorised absences no. 1).
10. Lateness after the register has closed for any reason.

I confirm that I have read and agree to comply with the Student Learner Agreement.

Student name (BLOCK CAPITALS): .....

Student signature: .....

Date: .....

**This application for assistance from the 16 – 19 Bursary Fund is made under the priority group of:**

		<i>Please tick</i>
<b>High</b>	<i>Proof of allowance required</i>	
<b>Medium</b>	<i>Must be in receipt of Free School Meals</i>	
<b>Low</b>	<i>Proof of income required e.g. P60 or wage slip/s which states the annual household income)</i>	

**Learner details:**

Surname/Family name:	
First names:	
Date of birth:	
Address:	
Postcode:	
Home phone:	
School email address:	
Mobile number:	

**Learner Bank or Building Society details:**

<i>To receive payments you must have a bank account in your own name.</i>							
Full name of account holder: <i>(The student must hold an account in their own name)</i>							
Name of bank:							
Branch:							
Sort code: <i>(6 digits)</i>			-			-	
Account/Roll number:							

I confirm the details contained on this application form are true and accurate.

Student signature: .....

Date: .....

**Correspondence will be via the email address you have provided.**

**Parent/Carer details:**

Surname/Family name:	
First names:	
Date of birth:	
Address:	
Postcode:	
National Insurance Number:	
Home phone:	
Mobile phone:	
Household income:	

I confirm the details on this application for are true and accurate.

Parent/Carer signature: .....

Date: .....

**Data Protection Declaration:**

The information on this form is required by Tuxford Academy to assess your eligibility for financial support during your Post 16 studies. The information will be processed solely for that purpose and will be treated as confidential, but may be passed to government funding agencies record and process the information on this form. Your application will be retained for 6 years

**Complete this form and return to Mrs Cupit in the Post 16 Office  
16 – 19 Bursary Questionnaire**

**Name:** .....

**Yr Form:** .....

1. Please indicate your next step \*University/HE college/college/apprenticeship/job with training
2. Are you intending to go to University? (if you answer NO go to Q8 )
3. Are you intending to go to a Russell Group University?
4. What are you intending to study at university?
5. Will you be attending any university open days?
6. Have you applied to the Social Mobility Foundation?
7. Have you applied for the **Sheffield's Outreach and Access to Medicine Scheme (SOAMS)?**
8. Are you intending to go to College? (if you answer NO go to Q10 )
9. What are you intending to study at college?
10. Are you intending to get an apprenticeship/employment?
11. What career do you intend to pursue?
12. How do you get to school?
13. Have you purchased a bus pass? \*Yes/No - \*Half-fare/season pass/annual pass
14. How much is your bus fare to school each day?
15. Do you own a printer?
16. Do you own a laptop?

*\*Delete where appropriate*

**Complete this form and return to Mrs Cupit in the Post 16 Office**