

PADDINGTON ACADEMY

# 16-19 Bursary Policy Application Form

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2023|24

Date of last review	September 2023	Review period	1 year
Date of next review	September 2024	Owner	PEN
Type of policy	Statutory	Approval	LGB
SLT member in charge	DRI		

# Paddington Academy

## Bursary Policy Application Form

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## Policy Details

The 16 to 19 Bursary Fund provides financial support to help students overcome the specific financial barriers to participation they face so they can remain in education. There are 2 types of 16 to 19 bursaries:

- bursaries for defined vulnerable groups of up to £1,200 a year;
- discretionary bursaries which institutions award using policies they set, in line with these funding rules. The Paddington Bursary is aimed at students in lower household incomes, defined as less than £22,000.

The vulnerable groups bursary applies to students who are:

- in care;
- care leavers;
- receiving 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 partner;
- receiving 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.

The discretionary bursary is awarded by the school to help students with costs such as travel, essential books, equipment or specialist clothing (such as protective overalls, for example). The school must base all decisions about which students receive a discretionary bursary and how much bursary they receive on each student's individual circumstances and their actual financial need. Most students will need to apply for the discretionary bursary, not the vulnerable groups bursary. Please complete Form A.

Students can learn more about these bursaries [HERE](#).

For all bursaries, students must be aged 16 or over but under 19 at 31<sup>st</sup> August 2024 to be eligible for help from the bursary fund in the 2023 to 2024 academic year.

Once you have applied, the school will let you know if your application has been successful. If it is successful, you will be told how much financial support you have been awarded. Rather than paying money into your bank account, the school may decide to provide 'in kind' support – this means that they will purchase the resources you require, such as a bus pass or books, on your behalf.

Students who meet the criteria for bursaries for vulnerable groups are not automatically entitled to a bursary if they do not have financial needs and/or their financial needs are covered from other sources.

Please use the relevant form below to apply for either the vulnerable groups bursary or the discretionary bursary. Your application should be electronically submitted by **Monday 2<sup>nd</sup> October 2023**. It will be reviewed by the Sixth Form leadership and Finance team.

The school will set aside a percentage of its Discretionary Bursary allocation to accommodate changes in circumstance and ensure that requests for funding from students received after 31<sup>st</sup> October can be considered.

Please note that when you apply for a bursary you are asked to confirm that the evidence you have provided is correct and complete to the best of your knowledge and belief. Giving false or incomplete information that leads to incorrect/overpayment may result in future payments being stopped and any incorrectly paid funds being recovered. This might also result in a referral to the police with the possibility of the student and/or their family facing prosecution.

The Academy reserves the right to withhold the bursary if students fail to meet expectations for attendance on a discretionary basis. If your attendance falls below 85% your bursary payments will be withheld automatically.

**All information submitted by students will be treated in confidence and held securely.**

### Form A: 16 to 19 Bursary Fund Application: The Discretionary Bursary

Discretionary Bursary: For students from lower income households, defined as a household income less than £22,000.

#### Section A (to be completed by the student)

Student's full name:		Tutor Group:	
Student's full address including postcode:			
Contact telephone number:			

I wish to claim support from the 16 to 19 discretionary bursary fund, and I provide the following information as evidence of **my household circumstances** (please tick as appropriate and attach documentary evidence). All documentation should relate to the current financial year. **Please note you do not have to provide all of the evidence below – any evidence you provide will be taken into consideration.**

	<i>Tick as appropriate</i>
Universal credit: all pages of the 3 most recent award statements showing earnings for each period.	
P60 or 2 months' pay slips or 4 weekly slips dated within 3 months.	
Audited accounts or official tax return or tax credits showing self- employed income.	
Pension – official letter showing an ongoing pension.	
Council Tax Reduction – all pages of an official letter showing ongoing benefit.	
Child Tax Credit and Income above £16,190 per year – all pages of the tax credits award or bank statements showing 3 consecutive payments dated within 3 months.	
Other – please specify <b>e.g. in receipt of free school meals in Year 11 or in lower school.</b>	

Information provided is for this purpose only and will be treated in the strictest confidence.

Please detail what financial support you need and the costs applicable to the best of your knowledge when submitting the claim e.g. travel, essential books, equipment or specialist clothing (such as protective overalls, for example).

Cost

See the indicative costings page below for guidance

Total costs applicable:	£

I confirm that I have read the attached guidance, and the information provided on this form is correct.

I understand that any false information given, or failure to notify the Sixth Form administrator of a change in personal circumstances, will result in disqualification of support.

I understand that I may have to repay part or all of this assistance offered if my attendance, conduct, or progress is not satisfactory.

Student signature:	Date:
Parent/Guardian signature:	Date:

**Section B (to be completed by the student)**

**Student Bank/Building Society Details**

Bursary payments must now be made into a Bank Account in your own name. It cannot be paid into your Parents' bank account unless there are exceptional circumstances. If you do not have a bank account, you need to open one before completing this form.

Name of Account Holder:			
Name of Bank:			
Branch Address:			
Account Number:		Sort Code:	

Please note that if your application for the 16 to 19 Bursary Fund is unsuccessful these details will be shredded. For those that are successful, these details will be kept securely and confidentially.

**Section C (to be completed by Bursary Fund Administrator)**

I have seen the evidence required for the full bursary and have placed copies on the student's files.

Award approved / amount:	
Actions agreed to reimburse student:	
Administrator name and signature:	Date:
Finance authorisation:	Date:

### Annex: Assessing costs eligible for financial support

The discretionary bursary can be used to make contributions towards the cost attending Paddington Academy for those students with a clear financial need.

The table below outlines the costs for which the bursary will cover.

Indicative costs for expenditure which is eligible for the bursary	
Travel	Attach receipts to support your estimate.
Business Dress	£50
Textbooks and academic resources	£50
Contribution towards a laptop / required IT equipment	Up to £250



### Form B: 16 to 19 Bursary Fund Application: Vulnerable Groups Bursary

Vulnerable Group Bursary: for looked after students, those in care, care leavers, students receiving Income Support (or Universal Credit) in their own name and disabled students in receipt of both Employment Support Allowance and Disability Living Allowance (or Personal Independence payments). Please read the Bursary guidance carefully before completing and submitting your application.

#### Section A (to be completed by the student)

Student's full name:		Tutor Group:	
Student's full address including postcode:			
Contact telephone number:			

I wish to claim support from the 16 to 19 vulnerable bursary fund, and I provide the following information as evidence of **my personal circumstances** (please tick as appropriate and attach documentary evidence)

	<i>Tick as appropriate</i>
Written Local Authority evidence of looked-after or care status	
HMRC evidence e.g. Tax credits award, Pension credits and Universal credits (in my own name)	
Employment Support Allowance, Job Seekers & Income Support in my own name combined with Disability Living Allowance or Personal Independence Payments	
Housing Benefit in my own name	

Information provided is for this purpose only and will be treated in the strictest confidence.

I confirm that I have read the school's attached guidance, and the information provided on this form is correct.

I understand that any false information given, or failure to notify the Sixth Form administrator of a change in personal circumstances, will result in disqualification of support.

Student signature:	Date:
Parent/Guardian signature:	Date:

**Section B (to be completed by the student)**

**Student Bank/Building Society Details**

To receive payments, you must have a bank account in your own name. It cannot be paid into your Parents' bank account unless there are exceptional circumstances. If you do not have a bank account, you need to open one before completing this form.

Name of Account Holder:			
Name of Bank:			
Branch Address:			
Account Number:		Sort Code:	

Please note that if your application for the 16 to 19 Bursary Fund is unsuccessful these details will be shredded. For those that are successful, these details will be kept securely and confidentially.

**Section C (to be completed by Bursary Fund Administrator)**

I have seen the evidence required for the full bursary and have placed copies on the student's files.

Bursary Committee members in attendance:	Date of meeting:
Award approved / amount:	
Actions agreed to reimburse student:	
Administrator name and signature:	Date:
Finance authorisation:	Date: