



CHRIST THE KING CATHOLIC HIGH SCHOOL AND SIXTH FORM CENTRE

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J Lancaster BEd (Hons)
Headteacher

SL/SMC
July 2017

Dear Student/Parent/Guardian

16 – 19 Bursary Fund

In 2011 the Government introduced the 16–19 Bursary Fund to support the most vulnerable young people. This fund replaced the Education Maintenance Allowance (EMA) and is intended to support students who are facing financial hardship, throughout their post-16 education.

To qualify for a bursary payment you must decide if you fall into any of the three categories outlined below. If you do, then please complete and return the attached application. I would be grateful if your application could be returned to the school no later than Friday 30th September 2017.

Free meals are also available to disadvantaged students who are aged between 16 and 19. Details regarding eligibility and the application process are included in this guidance

The categories in order of priority are:

Category A:

- Young people in care
- Care leaver.
- Young people in receipt of Income Support or Universal Credit in their own name.
- Disabled young people in receipt of Employment Support Allowance and Disability Living Allowance.

Category B:

- Proven household income of less than £16,190 gross per annum.

Category C:

- If the annual household income is between £16,190 and £21,000 gross you can apply for support with essential books and equipment needed for your course. However, this is not guaranteed as it is subject to the numbers of applications received and the funds available.

When all the applications have been assessed students will be informed of any payments they are entitled to and how the payments will be made. The size of payments is entirely dependent upon the number of appropriate applications and the funding available.

If you have any queries regarding the procedure guidelines, please contact the school on (01704) 565121.

Yours faithfully

J Lancaster
HEADTEACHER



Payments from the fund are to be used to provide support for the following

- Lunches
- Travel to and from school.
- Course-related costs such as books and equipment and trips.
- Temporary support with domestic emergencies.
- Short-term emergency accommodation whilst waiting for benefit support.
- Costs for exam re-sits.

Payment of Bursary

Payments will be made on a termly basis by automatic bank transfer (BAC'S) into the young person's nominated bank account.

The first payment will be made as soon as administratively possible after the application has been accepted. The two subsequent payments will be made at the beginning of the Spring and Summer terms.

The amount of the termly payment may be adjusted/withheld for following reasons:

- Expected standards within Sixth Form are not adhered to
- Absence from lessons without prior notification and evidence
- Taking a holiday during term-time
- If a student's attendance falls below our expected figure of 95% - requires authorised reasons to be scrutinised.
- If a student's attendance falls below our expected figure of 90% - requires medical evidence.

If for any reason payment is declined or reduced individual students will be seen by the Head of Sixth Form/Assistant Head of Sixth Form and the reason explained. If the student is not happy with the decision made an appeal can be made in writing to the Head of Sixth Form/Assistant Head of Sixth Form.

Free School Meal Eligibility

Students must be aged between 16 and 18 on 31st August 2017 to be eligible for a free meal in the 2017-2018 academic year (certain exceptions apply) **and** be in receipt of, or have parents who are in receipt of, one or more of the following: Income support, Income-based Jobseekers allowance, Income Related Employment and Support Allowance, support under part VI of the Immigration and Asylum Act 1999, the guarantee element of State pension Credit, Child Tax Credit (provided they are not entitled to Working Tax credit and have an annual gross income of no more than £16190 as assessed by HMRC or Working Tax Credit Run On (paid for 4 weeks after you stop qualifying for WTC).

If you think you qualify for a free school meal please complete the Application Form at the end of this guidance.

NB The school reserves the right to amend/update the application form/policy and procedures during the academic year 2017/2018.

Application Process

In order to progress your application form and make the decision to award funds, we as a school must establish your financial need and this will be based on income assessment and proven financial hardship. Your parent/guardian/carer, where applicable, will be included in this assessment process.

In addition we must establish your specific financial need for this form of support.

Please give precise details in the box below of how this fund will enable you to fully engage in your Sixth Form studies and offer you the same experience as your peers. Please also list the form of support you require, e.g. lunches, books, travel.

This section must be completed for your application to be properly assessed.

Reason for Application:		
Form of support required – please tick all that apply		
	(✓)	Value (£)
Books		
Lunches		
Travel		
Trips		
Other (please advise)		

Residency Criteria

In order to be entitled to a Bursary Award or Free School Meal the student must meet the residency criteria in EFA 2017 to 2018 academic year funding regulations for post-16 provision. Details of which can be found at

<https://www.gov.uk/government/publications/advice-funding-regulations-for-post-16-provision>

Age Criteria

The young person must be aged 16 or over but under 19 years of age at 31 August 2017 or

Be aged 19 or over at 31 August 2017 and have an Education, Health care Plan (EHCP)

Be aged 19 or over at 31 August 2017 and continuing on a study programme they began aged 16 to 18.

In general, bursaries will only be paid to young people who have reached the statutory school leaving age and it will be at the discretion of the school to make payments to accelerated learners.

Other Criteria

- The young person must hold their own bank account that can accept the payments.
- The young person must hold a place on a course of study at Christ the King.

Application Process

- **Each student/parent/guardian/carer must complete an application form and provide the evidence that has been requested to support the information provided.**
- It is essential that all students explore all other sources of funding to which they might be entitled before completing an application.
- The school will process the completed application form following the Eligibility Policy and Procedures Criteria.
- The details of the outcome of the application will be in writing to each applicant.
- Students must be enrolled at the school before any payments can commence.

Appeals

If you are unhappy with the outcome, please contact the school within seven working days of being advised of the decision.

If you require further help or advice please contact Mrs S Church at churchs@christtheking-school.com

APPLICATION FORM 2016/2017

Student's Details

Student Name	
Address	
Postcode	
Home Telephone	
Mobile	
Date of Birth	

Did you receive free school meals in Year 11?

Yes/No

If you answered yes, please provide a copy of your letter of entitlement

Are you a disabled student in receipt of Disability Living Allowance?

Yes/No

If you answered yes, please complete Part A and Part B

Are you an independent student, estranged from your family, living alone and claiming benefits?

Yes/No

If you answered yes, please complete Part B only

Are you a student living at home with your parent/guardian/carer?

Yes/No

If you answered yes, please complete Part A and Part B

Are you a young carer or parent?

Yes/No

Part A – to be completed by parent/guardian

	Adult 1	Adult 2
Name		
Address		
Postcode		
Home Telephone		
Mobile		
Email Address		
Please state relationship to student		
Number of dependants		
Do you have any other dependants at Christ the King? <i>If so, please give name(s)</i>		

Part B – Your Household Income

Please provide copies of official evidence or bank statement to support the information you enter in the table below.

	Adult 1 £	Frequency of Payment	Adult 2 £	Frequency of Payment
Gross Salary <i>(latest 3 payslips)</i>				
Income Support / Employment Support Allowance / Universal Credit <i>(letter from DWP)</i>				
Jobseekers Allowance <i>(letter from DWP)</i>				
Working Tax Credits <i>(HMRC award letter)</i>				
Child Tax Credit <i>(HMRC award letter)</i>				
Child Benefit <i>(letter or bank statement)</i>				
Income from absent parent <i>(bank statement)</i>				
Disability Living Allow / Personal Independence Payments <i>(letter or bank statement)</i>				
Income from other sources <i>(please state)</i>				

*Key: Please insert code for Frequency (M=monthly, F=fortnightly, W=weekly, O=Other
(please specify))*

Privacy Notice

The personal information you provide is passed to the Education Funding Agency to meet legal duties under the Apprenticeships, Skills, Children and Learning Act 2009. This information may also be shared with other partner organisations for purposes relating to education or training.

Further information about use of and access to your personal data and the details of partner organisations are available at:

<http://skillsfundingagency.bis.gov.uk/privacy.htm>

<http://www.education.gov.uk/privacy.htm>

<http://www.learningrecordsservice.org.uk/privacy-copyright.htm>

At no time will your personal information be passed to organisations for marketing or sales purposes and the school complies with the Data Protection Act.

Appeals

If you are unhappy with the outcome, please contact school within seven working days of being advised of the decision.

The school reserves the right to amend/update the Application Form/Policy and Procedures during the academic year 2017/2018.

Declaration

- I/We confirm that I/we have exercised my/our eligibility to other forms of financial support before pursuing this application for the 16–19 Bursary Fund.
- I/We have read and understood the guidance notes supplied with this application form and the information I/we have provided is a true reflection of my/our financial status.
- I/We understand that if false or incomplete information is submitted the matter may be referred to the Department Of Education or the police
- I/We share responsibility for the information given with any partner named on this form.
- I/We take full responsibility of informing the school immediately should my/our financial status change.
- I/We understand that should the student leave their learning programme they will not be eligible to receive further payments and overpayments may have to be repaid.
- I/We understand the information may be shared with other agencies or organisations as allowed by law for the purpose of checking this application and/or the prevention of fraud.
- I/We acknowledge that the young person is eligible for 16–19 Bursary Funds on residency grounds and can provide suitable evidence of proof if required.
- I/We confirm that the young person is over the age of 16 and under 19 on 31st August 2017, or if over 19 meets one of the criteria set out above.

Student Signature	Student Name (Print)	Date

Parent/Guardian 1 Signature	Parent/Guardian 1 Name (Print)	Date

Parent/Guardian 2 Signature	Parent/Guardian 2 Name (Print)	Date

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