

## BURSARY FUND APPLICATION FORM

Prior to completing this form please read through the whole form, including the information about levels of entitlement. Proof of entitlement will be required to enable the processing of your application. All applicants should also complete an additional form, dependent on the level of fund applied for –please see appendices at the end.

### LEARNER DETAILS

Surname/Family Name	
First Names	
Date of Birth	
Address	
Postcode	
Email	
Home Phone	
Mobile	

### BANK OR BUILDING SOCIETY DETAILS

To receive payments, you (the Learner) must have a bank account in your own name that will accept BACS payments. 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	
Sort Code	
Account Number	
Roll Number	

I confirm that the details are true and accurate. I understand that to continue to receive funding, I must maintain good levels of attendance, effort and behaviour (please see page 4 for clarification).

Signed (Learner)

Date

### PARENT/CARER DETAILS

Surname/Family Name	
First Names	
Date of Birth	
Address	
Postcode	

National Insurance Number	
Home Phone	
Mobile	
Household Income (pa) [Please attach evidence to this application form]	

This application for assistance from the 16 - 19 Bursary Fund is made at the following level. Please see notes for explanation:

<b>LEVEL ONE</b>		<b>LEVEL TWO</b>	
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I confirm that the details on this application are true and accurate to the best of my knowledge.

Signed (Parent/Carer)		Date	
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#### **WHAT IS THE 16-19 BURSARY FUND?**

The fund is made available from the government through its funding body - The Education and Skills Funding Authority (ESFA) for 16-19 year olds - to provide assistance to students whose access to, or completion of, education is inhibited by financial constraints or barriers.

Who is eligible to apply for 16-19 Bursary Funding?

Students following government (ESFA) funded full time or part-time courses, who are 16 years and over and satisfy one or more of the following criteria:-

- Students aged at least 16 and under 19 years of age on 31/08/2023 who are in care, are leaving care, are in direct receipt of Income Support or are disabled and in receipt of both Employment Support Allowance and Disability Living Allowance
- Students who are economically or socially disadvantaged and at risk of not taking up or continuing in their education. This group includes students with physical or other disabilities, medical conditions and/or learning difficulties
- Students who have been in care, on probation, are young or lone parents or are otherwise considered at risk
- Asylum seekers
- Refugees (who will have access to 16-19 Bursary Funding if they are in receipt of supportive evidence from DWP)

#### **WHO IS NOT ELIGIBLE FOR 16-19 BURSARY FUNDING?**

- Students under 16 years of age or over 19 years of age on 31/08/2023.

- Students who do not meet the residency qualifications
- Students who do not fulfil any of the criteria described above

### **PROOF OF INCOME**

Proof of evidence will be required to support this application and could include:

- Certified letter from the LA regarding Free School Meals
- certified letter from the DWP
- P60 (additional evidence will also be required)
- Self-Employment Income evidence
- Other means tested certification

## **AYLESBURY GRAMMAR SCHOOL**

### **How will AGS assess applications and allocate 16-19 Bursary funding?**

The 16-19 Bursary Fund is a limited fund and the school will prioritise allocation. There will be two priority groups and students who are eligible for either level of funding should complete an application form and hand it to the School Office as soon as possible, after admission to the Sixth Form, in September.

A Bursary Fund Committee will meet at least once a term (September, January and May) to consider applications at all levels.

Students who are deemed eligible should be aware that to continue to receive a bursary/funding they must:

- Maintain a good level of attendance of at least 85%, with no unauthorised absences
- Maintain at least satisfactory levels of effort (3's or above), as shown by termly assessment grades
- Maintain good levels of conduct (i.e. no sanction above a Sixth Form detention) or as determined by the Head of Year or Head of Section
- Provide receipts or invoices for all claimed expenditure as it is incurred

With the exception of Level 1 claims, the Bursary Committee will determine the level of payment awarded up to a total of £1,000 based on the following criteria;

- The level of household income (up to a guide level of approximately £25,000)
- The value of the claim
- Any other relevant circumstances within the household e.g. number of dependent children in the household, any unearned (savings) income
- The total value of claims received that will be funded from the fixed funding allocation

Payment, once agreed will either be made directly to the student's bank account or will be used to fund purchases of items such as uniform, school meals and school trips on the student's behalf.

Variations to the above criteria may be made in exceptional circumstances at the discretion of the Bursary Committee.

## **FINANCIAL SUPPORT FOR SIXTH FORM STUDENTS IN 2023/24**

The following information applies to students aged 16 to 19 on 31st August 2023 taking a full-time further education course in 2023/24. All payments will be subject to termly review and will depend on payments which the school will receive from the government.

### **LEVEL ONE FUNDING**

The government has agreed that some students may be entitled to a grant or bursary of the maximum £1,200 next year. You could receive this level of funding if you are in one of the following categories:

- You are living in care, or have recently left living in care
- You, the Learner, are receiving income support or universal credit
- You are disabled and receiving both Employment Support Allowance and Disability Living Allowance or Personal Independence Payments

If you think you are eligible for this £1,200 bursary, please complete the main application form and appendix 1. This information will be passed to the Learner Support Service and payment will be made to you directly if they agree you meet the above criteria

### **LEVEL TWO FUNDING**

You could receive this level of funding if:

- You have a gross annual household income of below the guide level of £25,000
- You are in receipt of Free School Meals or other means tested benefits.

If you think you are eligible for up to £1,000 pa support, please complete the main application form and Appendix 2 as you may be eligible for a contribution towards the following specific educational purposes:

- The cost of transport, essential course equipment, meals in school, educational visits, uniform or other school resources, university interviews
- Financial support towards childcare costs and exam re-sit fees if aged 19 or under on 31/08/2023

Payments will be made on submission of receipts for ad hoc items or on a termly basis (i.e. 3 times per year) with a maximum of 50% payable in the first term and 25% in subsequent terms for regular items. Payments are subject to review by the Bursary Fund Committee.

**Appendix 1 – Additional application form for Level 1 applicants**

**Appendix 2 – Additional application form for Level 2 applicants**

**Appendix 3 – The Bursary Fund Committee**

## APPENDIX 1

Application for Level 1 funding – maximum available £1,200 pa

This form should be completed in addition to the main application form and should be submitted with appropriate evidence

Full name: .....

Date of birth: .....

I wish to apply for Level 1 funding under the following criteria (please tick all that apply):

I am living in care	
I have just left living in care	
I am in receipt of income support or universal credit	
I am disabled and receiving both Employment Support Allowance and Disability Living Allowance or Personal Independence Payments	

I attach to this form the following evidence to support my application (please specify below):

I certify that this information is true and accurate Signed: (Learner)

Signed: (Parent/Carer)

Date:

## APPENDIX 2

Application for Level 2 funding – maximum available £1,000 pa

This should be completed in addition to the main application form and should be submitted with appropriate evidence

Full name: .....

Date of birth: .....

I wish to apply for Level 2 funding under the following criteria (please tick all that apply):

My household income is below £25,000.	
I am in receipt of Free School Meals	
My household is in receipt of other means tested benefits	

I wish to apply for support towards:

Specific need (e.g. transport, meals, trips or equipment)	Amount applied for (£)	Receipts (attached / to follow)

**TOTAL CLAIM: £**

I attach to this form the following evidence / receipts to support my application (please specify below):

I certify that this information is true and accurate Signed: (Learner)

Signed (Parent/Carer):

Date:

## **APPENDIX 3**

### **THE BURSARY FUND COMMITTEE**

- The Bursary Fund Committee will normally meet three times per year (September, January and May to consider and review applications). Additional and emergency meetings will be called as appropriate
- The Bursary Fund Committee will be made up of the Headmaster (Chair), the Deputy Head, the Director of Finance and Resources (Treasurer) and the Headmaster's PA (Clerk)
- The Heads of Year 12 and 13 do not make decisions about applications but they are likely to offer information to the Committee about a student's circumstances, wellbeing, conduct, progress and attendance
- Learners and their parents should understand that the available fund is limited
- Any appeals against decisions can be made to the Chairman of Governors, via the Clerk to the Governors, in accordance with the School's Complaint Procedure