

STRETFORD GRAMMAR SIXTH FORM



16 to 19 Bursary Fund Information for applicants 2020-2021

Introduction

Students in the Sixth Form, who may be in need of some financial support, can apply to the School's 16 to 19 Bursary Fund. This is a fund which has been allocated directly, by the Government, to individual Schools to administer. We are committed to distributing bursaries to those students with the greatest need.

1. The Application Process:

Application forms can be found on the School's Website. Hard copies can be obtained from the Sixth Form Office.

2. Deadline for Applications for the 2020-21 Academic Year

The initial deadline for receipt of applications is **Friday, 18th September**. However, should your circumstances change during the academic year, please see the Director of Sixth Form.

3. Decision Making Process

The level of support which Stretford Grammar School can offer is dependent on the total funding received from the Education and Skills Funding Agency (ESFA) and the number of applications received. The level of funding may vary during the academic year. Applications will be assessed by the Director of Sixth Form and a member of the Senior Leadership Team and bursaries will be awarded to those with the greatest need. Applicants will be informed of the decision in writing.

4. Payment and Conditions of Bursary

Payments will be made at the end of each month, except for September when bursaries will be paid along with the payment for October once the applications have been processed. At the end of each month a review will be made of attendance, punctuality, coursework completion and behaviour in line with the Bursary Agreement and adjustments may be made to your next allocation. An explanation of any adjustment will be given in writing. Payments will be made directly to the student via their own bank account. Any student leaving SGS before the end of the examination year will be required to pay back any unspent bursary and/or return any equipment, books, and stationery etc, purchased via the bursary, so that they can be made available for future use. Bursaries will only be paid for weeks where students are required to attend school.

5. Appeals Procedure

You have the right to appeal to the Headteacher if you feel that your case has not been given fair consideration. This must be in writing. The final decision rests with the Headteacher.

6. Eligibility

To be eligible for a bursary, students must:

- Be aged under 19 on 31st August 2020
- Satisfy the ESFA residency criteria as stated in the ESFA Funding Guidance for 2020/21: <https://www.gov.uk/government/publications/advice-funding-regulations-for-post-16-provision>
- Be able to prove entitlement. This will be in the form of appropriate supporting documentation from the relevant Government Departments (not copies).

If your personal circumstances change during the year you **MUST** notify the Director of Sixth Form immediately.

The following bursaries are available for students to apply for:-

Bursary A

The Government has identified that the students most in need will fit into the groups below and these students may be eligible for a bursary of £1200 per year.

This is to be awarded to:-

- Students in care.
- Care leavers aged 16, 17 and 18.
- Students in receipt of income support (or Universal Credit) in their own name.
- Disabled young people in receipt of Employment Support Allowance who are also in receipt of Disability Living Allowance (or Personal Independence Payments) in their own name.

Bursary B

Those students who do not meet the criteria for Bursary A may fit the criteria for Bursary B. This amount will be dependent on the number of applications for assistance and the total bursary fund provided by the Government to the School.

This is available to students facing financial barriers to continuing in education. For consideration, family income must be £16,190 per annum or less and parents/guardians should be in receipt any of the following:-

- Income Support.
- Income Based Jobseekers Allowance.
- An income-related employment and support allowance.
- Support under Part VI of the Immigration and Asylum Act 1999.
- Child Tax Credit, but not receiving Working Tax Credit, and your annual income does not exceed £16,190.
- The guarantee element of State Pension Credit.

Bursary C

A discretionary award for students unable to access educational opportunities who are not in category A or B. Students can apply for help with one off course related expenses (proof of income or hardship will be asked for). Applications will be considered on an individual basis and awards are dependent on the number of applications and available funds once Bursaries A and B have been allocated.

Bursary B & C

Students may only apply for funds for specific educational purposes which must be indicated in their application e.g.:-

- Transport costs
- Books and equipment (these are to be returned to the school at the end of learning in a suitable condition for future use)
- Educational trips
- School meals

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16 to 19 Bursary Fund Application Form 2020-2021

Please complete the following in full and hand in to the Sixth Form Office. If you need help completing this form please ask a member of the Sixth Form Pastoral Team for assistance.

SECTION 1 – Student Details (please print details clearly and in black ink)

Surname:	Forename:
Gender (M/F):	Nationality:
Date of Birth:	Age on 31 st August 2020: (You must be aged 16, 17 or 18 on 31 st August 2020 to apply)
Home Address:	
Postcode:	
Home Telephone Number:	
Student Email address:	

SECTION 2 – Bursary A (£1,200 per annum). Please tick the box that applies to you:

I am living in care

I am a care leaver

I am in receipt of income support (or Universal Credit)

I am in receipt of Employment Support Allowance and also in receipt of Disability Allowance (or Personal Independence Payments).

(If you are applying for Bursary A and have completed sections 1 and 2 please now go to section 5)

SECTION 3 – Bursary B

I am a student who permanently lives in a household whose parents/guardians receive one of the following.
(Please tick the appropriate box).

Benefit	✓	Name of Person receiving benefit	Relationship to student
Income Support			
Income Based Jobseekers Allowance			

Benefit	✓	Name of Person receiving benefit	Relationship to student
An income-related employment and support allowance			
Support under Part VI of the Immigration and Asylum Act 1999.			
Child Tax Credit, but not receiving Working Tax Credit, and your annual income does not exceed £16,190.			
The guarantee element of State Pension Credit			

SECTION 4 - Bursary B and C (this section must be completed)

Your bursary must only be used to enable you to access educational opportunities.

In the box below indicate the specific educational purposes (Bursary B) or one off course related expenses (Bursary C) that you intend to fund with your award. (An example would be if you require help with expenses for transport to school (bus/tram), books and equipment, school visits, school meals etc.

SECTION 5 – Proof of Income/Benefit

Whatever you have declared in sections 2, 3 or 4 must be supported with evidence in order for an assessment to be made.

Type of Income	Evidence Required	Tick if supplying
Annual Salary	P60 for tax year 2019-20, or last week in March 2020 payslip or month 12 (March 2020) payslip or Working Tax Credit Award Notice marked 2020-21	
Income Support/Universal Credit Award	Entitlement / Award letter – dated within the last 3 months	
Job Seekers Allowance	Entitlement / Award letter – dated within the last 3 months	
Employment Support Allowance	Entitlement / Award letter – dated within the last 3 months	
Incapacity Allowance	Entitlement / Award letter – dated within the last 3 months	
Carer's Allowance	Entitlement / Award letter – dated within the last 3 months	
Any other benefit	Entitlement / Award letter – dated within the last 3 months	
Working Tax Credit	Working Tax Credit Award Notice marked 2020-21. Must be for full year and not partial awards (FULL AWARD NOTICE)	
Child Tax Credit	Child Tax Credit Award Notice marked 2020-21. Must be for full year and not partial awards (FULL AWARD NOTICE)	
Grants or bursaries etc	Relevant paperwork detailing entitlement and amount paid	
Disability Living Allowance/Personal Independence Allowance	Entitlement / Award letter – dated within the last 3 months	
Any other income	Relevant paperwork	

SECTION 6 – Student Bank Account Details

This should be the same as it appears on your cash or debit card, or statement.

Full name of Account Holder										
Name of Bank / Building Society										
Branch address										
Sort Code										
Account Number										

SECTION 5 – Declaration

Please read the declaration below carefully before signing:

- 1. I declare that the statements made on this form are true and to the best of my knowledge and belief are correct in every respect. I undertake to supply any additional information that may be required to verify the particulars given. I understand that if I refuse to provide information relevant to my claim the application will not be accepted. I also undertake to inform the school of any alteration to any of the particulars, during the course of the year, in writing. I agree to repay the school in full and immediately any sums advanced to me if the information I have given is shown to be false or deliberately misleading.**
- 2. I am aware that the funding covers only this school year and that I must re-apply next year; there is no guarantee that I will receive funding for future years even if I am eligible for the current year.**
- 3. Where funding is provided to assist with the purchase of equipment and/or books, I agree to return them to the school when I leave, in a suitable condition, so as to allow future use by the school.**

Signed (Student) Date

Signed (Parent or Guardian as named above) Date

For School Use Only:

Date Received:	
Evidence seen (list all):	
Bursary Approved: Yes or No	Bursary: <u>A</u> <u>B</u> <u>C</u> (circle)
Authorised By:	Signature _____ Date: _____
Countersignature:	Date: _____
Additional Notes:	