



Shenfield High School
Sixth Form

Bursary Scheme
2024-26

Shenfield High School Bursary Scheme

Who will be eligible for a bursary in the Shenfield High School Scheme?

To qualify you must be aged under 19 on the 31st of August in the academic year in which you start your programme of study and a legal resident of the UK or registered asylum seeker. There will be three levels of Shenfield High School Bursary and you can apply for **ONE** only:

Level 1: Those most in need, such as young people in care, care leavers, young people receiving Income Support or Universal Credit because they are financially supporting themselves and anyone who is dependent on them and living with them, such as a child or a partner. Disabled young people receiving both Employment Support Allowance or Universal Credit and Disability Living Allowance or Personal Independence Payments can apply for a bursary of up to £1,200 per year.

Level 2: This bursary can be allocated to students who need support to overcome financial barriers that might prevent them continuing in full time education. This bursary is for students who received Free School Meals in Year 11 and continue to be eligible for Free School Meals in the Sixth Form. They will receive a bursary for identified and agreed costs outlined in the application process.

Level 3: This level of bursary is for those students with a financial need who do not fall into the above categories. This is a match-funded bursary. Applications must state what the identifiable financial need is and evidence provided to support this. The criteria for any support is that the total household income must be less than £28,000pa and that no other income is available from another household to support the student. Documentary evidence is required.

The awards will be dependent on good behaviour, adherence to the Sixth Form Agreement and good attendance (no more than 10% unexplained absence from all lessons. Please note that the school may purchase rail or bus tickets on behalf of students if the Bursary is to cover transport costs.

What can the money be spent on?

The money is for the books, meals, transport or other course-related costs needed to help a young person stay in education.

If I am in one of the eligible groups what evidence will my school need to see?

If you are receiving income support you can provide a letter from the Department of Work and Pensions setting out the benefit you are entitled to. If you are in care or a care leaver, the local authority will be able to provide a letter for the school, college, or training provider confirming this. If you have any other financial needs you will need to show documentary evidence as to why you need financial support for level 2 and 3 bursaries; evidence relating to Free School Meal eligibility and household income will be required.

Advice on bank accounts?

Students aged 16 are able to open a basic bank account, which is offered by 16 members of the British Bankers Association. The basic bank account will allow for receipt of the bursary, including by cashless means, and will allow funds to be withdrawn via ATMs as well as via standing orders and direct debits where necessary.

- Where bursary payments are to be made to a bank account, they can only be made to the student's bank account.
- Payments should not be made into another person's account, except in exceptional circumstances where a student is unable to administer their own account.
- Payments may be made to a joint account, as long as the student is one of the account holders.
- If a student has a Post Office account, it should be noted that these accounts do not accept payments by BACs (electronic bank transfers).
- If a student has a Credit Union account, the student should check with the Credit Union that it will receive payments made by BACs.

How do I apply?

You should apply to Mrs Dunn, Sixth Form Administrator, by **23rd September 2024**. The Bursary Assessment Panel (as set out below) will then meet to assess your claim.

Please use the Application Form attached to this policy and remember to include evidence to support your application, i.e. evidence of cost of travel, books, etc.

What happens to my application form?

School Bursary Assessment Panel

Our School Assessment Panel will comprise of Mr A Cooke, Head of Sixth Form, Mrs J Dunn, Sixth Form Administrator and Mr S Roberts, Chief Finance and Operations Officer.

The Bursary Assessment Panel will sit in September to initially assess each claim and authorise payments. Payments will be made to students after the Panel has met in September, Further payments will be made in January and April after the Assessment Panel has reviewed claims and conditions. Applications approved will be monitored and evaluated throughout the year and reports given to the Assessment Panel regarding students' attendance, punctuality and behaviour. The bursary will be withdrawn at any time if a student fails to meet the criteria.

Depending on levels of demand on the Bursary Fund each year, support may need to be capped at a reasonable level to ensure equitable distribution of the available funding.
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Bursary Application Form

Name:	Form:
Date of Birth:	
Address: (including postcode)	Student Mobile No: Home Tel No: Parent Tel No: Parent Email:

Bursary Applied for (tick one box only)

Level 1 For students in care, care learners, students receiving income support and disabled young people receiving both Employment Support Allowance and Disability Living Allowance.

Level 2 For students who received Free School Meals in Year 11 with identifiable financial needs. Please state what the identifiable financial needs are here:

Level 3 For students who can demonstrate considerable identifiable financial need. Please note that this level is a match funded bursary. Please state what the identifiable financial needs are here:

Please give details of your financial needs:

Cost of travel to and from Sixth Form:

Number of lunches per week (level of funding will be determined by the Bursary Assessment Panel)

Cost of essential books/equipment for lessons:

Please note evidence should be attached to support your application. If no evidence is appended the application will be refused automatically.

Please tick to indicate what type of evidence you have provided. If you cannot provide evidence then we cannot process your application for bursary payments.					
P60	<input type="checkbox"/>	Other benefits/pension (award letter)	<input type="checkbox"/>	Full Tax Credits award notice	<input type="checkbox"/>
Self -employed earnings (official tax return)	<input type="checkbox"/>	Universal Credit (3 months recent statements)	<input type="checkbox"/>	Wage slips for household	<input type="checkbox"/>
Income Support/Universal Credit (recent award letter)	<input type="checkbox"/>				
Please list the names of the household members and relationship to student. (We require evidence of income of ALL persons residing at the student's address).					
Name			Relationship to Student		
1.					
2.					
3.					
4.					

If you are successful in your application we will need your bank details. Please confirm your bank account number, sort code and address:

Sort code..... Account no.....

Bank details/address.....

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Please read and sign the declaration below and return this form together with documentary evidence in a sealed envelope to Mrs Dunn marked 'Confidential'.

Declaration by student and parent(s)

I agree to my application being scrutinised by the Remissions Committee, whose decision is final and not subject to any appeals process.

I understand that if I do not behave well, fail to adhere to the Sixth Form contract/code or have attendance below 95% then my Bursary will be withdrawn without notice.

I confirm that, for level 2 and 3 Bursaries, no other income or financial support is available from another household to support the student.

If I leave the Sixth Form at any time within 4 weeks of a Bursary being awarded/paid then I will repay the funds given to me.

I confirm that:

The information I have given is, to my knowledge true and correct and Shenfield High School may seek to confirm any details I have given.

I understand there will be a delay in any funds being released if the application form has not been correctly completed or appropriate evidence of income has not been supplied.

Data Protection Act:

I understand that:

The data contained on this form will be held on file for six years and that Shenfield High School may make enquiries about the validity of the information provided on this form from other central and/or local government bodies, as deemed appropriate by the school.

I hereby consent to the disclosure of any information sought in accordance with the application for the purposes of the Data Protection Act 1998.

The school has a duty to protect the public funds it administers and to this end may use the information provided on this form within this Authority for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes.

Student signature:Parent's signature:.....Date.....

Completion by School Staff:

Name:..... Position.....

Signature..... Date:.....