

Sixth Form Student Financial Support (Bursary)

This policy has been created to give guidance on financial support available to students throughout their post 16 studies at Ormiston Bolingbroke Academy Sixth Form. A key priority for the Government is to close the gap in attainment between those from less fortunate and more affluent backgrounds.

The purpose of the financial support available to students at our Sixth Form is only available to help students with the monetary costs in taking part in post 16 education. This funding is available to the most in need of financial support during this time period. The costs associated with Sixth Form that the bursary can support includes:

- Travel costs to and from Sixth Form (depending on distance)
- Equipment needed
- Specialist clothing requirements
- Essential books and stationary

Therefore, if students are successful with their application for any bursary, they may receive paid in-kind rather than in cash. The reason for this is to ensure that students bursary is being spent on the costs associated with attending Sixth Form and supporting them with their next steps in education. In-kind payments may include:

- Free school meals
- Local bus pass
- Equipment/resources
- Educational Trips
- Costs incurred with university, job and apprenticeship open days/interviews

To identify if a student is eligible for any financial support an application process will be conducted. Students should complete an application form which can be gained via the Academy website or the students Form Tutor. This application along with the relevant supporting documentation must be submitted together in order to apply. ***Without the correct evidence requested***, we as an Academy will not be able to process the application.

Eligibility - To be eligible for any financial support through the 16-19 bursary in the academic year 2023-24

- Students must be aged 16 or over and under 19 on 31st August 2023.
- Students must also satisfy the residency criteria set out by the EFA Funding Guidance. (A Person on 1 September who is settled in the UK, and has been ordinarily resident in the UK and Islands for the three years preceding the 1 September)
- Students will need to provide supporting evidence to prove their household income and circumstances

There are 3 Bursaries available for financial support at the Academy.

Level 1 Bursary – this is applied for by the Academy on a case by case basis depending on students' circumstances. Students who meet the one of the criteria below can apply for a vulnerable bursary of up to £1200 per year. The defined vulnerable groups are:

- Students in care
- Care leavers
- Students receiving Income Support or Universal Credit because they are financially supporting themselves and someone who is dependent upon them and living with them
- Students receiving Disability Living Allowance or Personal Independence Payments in their own right as a well as Employment and Support Allowance or Universal Credit ***in their own right***

Level 2 Bursary – this is a discretionary bursary, awarded to the Academy annually. Although it is awarded yearly this does not guarantee that funding will be available in future years. Students who have a household income of £18000 or less can apply for this bursary for specific educational purposes set out above.

Level 3 Bursary – this is a discretionary bursary, awarded to the Academy annually. Although it is awarded yearly this does not guarantee that funding will be available in future years. Students who have a household income between £18001 & £24000 can apply for this bursary for specific educational purposes set out above.

- Cash payments may also be made on an ad-hoc basis when funds are requested through a financial support request form and meet the above criteria. Request forms can be accessed via Student Support in the Sixth Form Study Room.
- Any items students purchase in advance and wish to reclaim financial support must, must have proof of purchase (receipt).

Bursary is eligible based on the following:

- **Students follow the academy attendance policy and take responsibility for their own attendance**
- **Students follow the academy behaviour policy and lead by example in the Sixth Form**
- **Students are punctual to form time and all lessons on their timetable including study periods**
- **Students are up to date with all work, including homework and coursework for all subjects**

Each student will have an allocation of funds for the year which will be determined by the amount of bursary that has been allocated to the Academy and the number of students eligible as well as other criteria set out above including the distance to travel, and household income.

If you have any queries or concerns regarding the allocation of the financial support or you are not satisfied with your application outcome, you should contact the Head of Sixth Form or your child's Assistant Head of Sixth - Head of Year. If students have a successful application and are therefore granted access to financial support, they should make requests using the below link. <https://forms.office.com/r/wfAPvx9mfN> Each of the questions must be answered and this request must be made using student's school email address.

**Sixth Form Student Financial Support (Bursary)
Application Form (2023-2024)**

IMPORTANT – Please complete all parts of this form in black ink and block capitals.

Section 1: Personal Details			
First name:		Surname:	
Address including postcode:			
Mobile number:		Date of birth:	
Courses chosen:	1.	2.	3.
Parent name:		Parent email:	
Method of travel to/from academy	Car	Bus	Other: _____
Are you in receipt of Free School Meals?	Yes/No	Do you have your own electronic device to use? E.g. laptop/iPad (not mobile phone)	Yes/No

Section 2: Eligibility	
Please tick which level of financial support you are applying for	Please tick which of the criteria describes you and/or the evidence you will be providing to support your application and include the original documents. <i>(we will treat these with the highest confidentiality and photocopy and return to you straight away)</i>
Level 1 – Vulnerable Bursary <input type="checkbox"/>	<ul style="list-style-type: none"> • Students in care <input type="checkbox"/> • Care leavers <input type="checkbox"/> • I am in receipt of Income Support or Universal Credit in my own right and/or I am financially supporting a dependent who is living with me. <input type="checkbox"/> • I am in receipt of Disability Living Allowance or Personal Independence Payments in my own right as a well as Employment and Support Allowance or Universal Credit in my own right <input type="checkbox"/>
Level 2 – Discretionary Bursary <input type="checkbox"/> (household income under £18000)	<ul style="list-style-type: none"> • Receipt of benefits/ Universal Credit (tax year 2022-23) <input type="checkbox"/> • P60 (tax year 2022-23) <input type="checkbox"/> • Tax credit award (tax year 2022-23) <input type="checkbox"/> • Evidence of self-employment income (tax year 2022-23) <input type="checkbox"/> • Universal credit monthly award notices for June, July & august 2023 <input type="checkbox"/>
Level 3 – Discretionary Bursary <input type="checkbox"/> (household income between £18001 - £24000)	<ul style="list-style-type: none"> • Receipt of benefits/ Universal Credit (tax year 2022-23) <input type="checkbox"/> • P60 (tax year 2022-23) <input type="checkbox"/> • Tax credit award (tax year 2022-23) <input type="checkbox"/> • Evidence of self-employment income (tax year 2022-23) <input type="checkbox"/> • Universal credit monthly award notices for June, July & august 2023 <input type="checkbox"/>

Section 3: Bank/Building Society Details (Bank statement/card will be required to verify account details) (MUST BE STUDENTS OWN PERSONAL ACCOUNT)								
Full name of account holder								
Name of bank/building								
Branch								
Sort Code			-			-		
Account number								
Signature (Applicant)	X						Date:	
Signature (Staff)	X						Date:	
Signature (Finance)	X						Date:	

Section 4: Student Declaration			
<p><i>I confirm that the information supplied in this form is correct and complete to the best of my knowledge and belief. I understand that if my claim is found to be fraudulent I will be subject to the college's disciplinary process and my bursary may be stopped. I understand that the college reserves the right to request further evidence to support my application. I understand that I may not received financial support if my attendance and behaviour does not meet college requirements and I adhere to the terms and conditions of this contract.</i></p>			
Applicant Signature:	X		Date:

Section 5: Parent/Guardian Agreement	
<i>I have supplied my email address</i>	<input type="checkbox"/>
<i>I have not supplied my email address and I am aware that I may miss important Learner Support information communicated by email by the college.</i>	<input type="checkbox"/>
<i>I confirm that the evidence supplied to support this application is correct and understand that any changes in my circumstances must be reported to the college. I understand that financial support for the person in my care may be stopped if their attendance and behaviour does not meet college requirements. I also agree to encourage the student in my care to adhere to the terms and conditions of this contract.</i>	<input type="checkbox"/>
Parent/Guardian/Wellbeing officer Signature:	X
Date:	