

# Lady Margaret School

## 16 to 19 Bursary 2019/2020



Before you complete this application form please read the attached guidance carefully. Please complete the application form using **BLOCK** capitals in black pen.

All supporting evidence must be the original documentation. Photocopies are not acceptable.

**Please submit applications to the Sixth Form Administrator by Friday 20 September 2019.**

### Section 1 – To be completed by all learners

#### 1.1 Your personal details

Surname \_\_\_\_\_

First name \_\_\_\_\_

Date of birth \_\_\_\_\_ Age on 31 August 2019 \_\_\_\_\_

Learner's home address \_\_\_\_\_

Post code \_\_\_\_\_

Home phone number \_\_\_\_\_ Mobile number \_\_\_\_\_

National insurance number \_\_\_\_\_

#### 1.2 Your bank or building society account details

Account holder name \_\_\_\_\_

Name of bank / building society \_\_\_\_\_

Branch \_\_\_\_\_

Account number \_\_\_\_\_ Sort Code \_\_\_\_/\_\_\_\_/\_\_\_\_

Building society roll number (if applicable) \_\_\_\_\_

**Please ensure these details are correct.**

The bursary will be paid in monthly instalments by standing order.

**You will need to bring in proof of your bank account, e.g. a bank statement.** If you do not have a bank account or have difficulties opening an account please contact the Finance Officer.

**Section 2 – To be completed by all learners**

Please complete **either** part 1 **or** 2 below.

**Vulnerable Student Bursary**

A Vulnerable Student bursary is £1200 per annum. A full award will be paid in twelve instalments one month in arrears for each month between September 2019 and August 2020.

Eligible groups for this bursary	Tick	Supporting evidence required
Young person in care or care leaver	<input type="checkbox"/>	Please attach supporting letter from your key worker or social worker.
Young person in receipt of income support	<input type="checkbox"/>	Please attach benefits paperwork dated within the last 6 weeks.
Young person in receipt of Employment Support Allowance and Disability Living Allowance	<input type="checkbox"/>	Please attach benefits paperwork dated within the last 6 weeks.

**OR**

**Discretionary Bursary**

A Discretionary Bursary full award will be paid one month in arrears for each month between September 2019 and August 2020. The amount of discretionary bursary will be confirmed on 30<sup>th</sup> October 2019.

Eligible group for this bursary:	Tick	Evidence to provide and what to do next
<ul style="list-style-type: none"> <li>In receipt of Free School Meals</li> </ul>	<input type="checkbox"/>	A letter from your Local Authority confirming eligibility.

**Section 3 – To be completed by all learners**

**Your application will not be assessed unless you sign and date this declaration.**

- I declare that all information given on this form is correct to the best of my knowledge.
- I undertake to supply any additional information that may be required to verify the information given. I understand that if I refuse to provide information relevant to my claim the application will not be accepted.
- I undertake to inform Lady Margaret School in writing of any changes in the information given relating to my circumstances.
- I agree to abide by the terms of my Sixth Form Home-School Partnership Agreement.
- I agree to repay in full and immediately any money paid to me if the information I have given is shown to be false or deliberately misleading.
- I am aware that any funding covers only the school year 2019/20.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Full Name (in block capitals) \_\_\_\_\_

**Parent or carer declaration**

**The learner's application will not be assessed unless you sign and date this declaration.**

- I declare that all information given on this form is to the best of my knowledge correct in every respect and I undertake to inform the Lady Margaret School of any changes in the information given concerning my circumstances.

The School is under a duty to protect the public funds it administers and to this end may use the information you have 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. If you knowingly provide misleading or false information you may be liable to prosecution.

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

**Full Name (in block capitals)** \_\_\_\_\_

**For school use only**

**Date Received in** \_\_\_\_\_

**Evidence Copies Attached Y / N**

**Evidence seen by** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Learner Reference** \_\_\_\_\_

**Eligible?**      Y      N

**Processed by** \_\_\_\_\_

**Date** \_\_\_\_\_

	<b>Attendance</b>	<b>Behaviour and Attitude to Learning</b>	<b>Payment Made</b>
<b>Term 1</b>			
<b>Term 2</b>			
<b>Term 2</b>			

## Lady Margaret School 16-19 Bursary

### What is the 16 to 19 school bursary scheme?

The 16 to 19 bursary scheme offers financial help to all young people aged 16 to 19 who face financial barriers to participating in education or training, provided they meet agreed standards of attendance, punctuality and behaviour and adhere to the Sixth Form Home-School Partnership Agreement.

The bursary scheme is designed to make individual financial awards to students to assist with the cost of travel, books, equipment and specialist clothing which are needed in order for them to participate fully in their post 16 education.

### Who is eligible for the bursary scheme?

The Lady Margaret School 16 to 19 bursary scheme offers two types of bursary, Vulnerable Student and Discretionary. You can only apply for one type, depending on your personal circumstances.

### The Vulnerable Student Bursary

**Please note that even if you fall into the categories below there is still a possibility of no award or a limit to the award. A bursary is not guaranteed and will be awarded on an individual basis.**

To be eligible for the Vulnerable Student Bursary you must meet **all three** of the following conditions:

1. Be starting Year 12 or 13 in September 2019
2. Be aged between 16 and 18 on 31 August 2019
3. Belong to **one** of the following groups:
  - be in care; or
  - care leavers (a young person aged 16 and 17 who was previously looked after for a period of 13 weeks consecutively, or periods amounting to 13 weeks, which began after the age of 14 and ended after the age of 16); or
  - be receiving income support or Universal Credit because they are financially supporting themselves; or
  - Receiving Disability Living Allowance or Personal Independence Payments in **their own right** as well as Employment and Support Allowance or Universal Credit in their own right.

### The Discretionary Bursary

1. To be eligible for the Discretionary Bursary you **must** be in receipt of Free School Meals.

Free School Meals are assessed on parental /carer income. 16-19 year olds in full time education qualify if their parent(s) or carer(s) are in receipt of one of the following benefits:

- Universal Credit with an annual net earned income of no more than £7,400
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part 6 of the Immigration and Asylum Act 1999
- The guarantee element of the Pension Credit
- Working Tax Credit run-on (paid for the four weeks after you stop qualifying for Working Tax Credit)
- Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190

*For students who live in Hammersmith and Fulham, Kensington and Chelsea, Wandsworth, Westminster, Brent and Merton, applications for Free School Meals can be made through Hammersmith and Fulham. Copies of the relevant forms are available on the Hammersmith and Fulham website or from the school. For students who live elsewhere applications should be made via your own local authority.*

## **How the school allocates the bursary payment**

Lady Margaret School receives a grant from the ESFA each year to fund the school bursary scheme. The school divides the grant equally between all students that qualify for a Discretionary Bursary as at 30<sup>th</sup> October of each year.

From time to time the school may withhold the equivalent of one or two discretionary bursaries each year in order to accommodate any changes in circumstances for students throughout the year, whereby they become eligible for a discretionary bursary.

Students qualifying for a Vulnerable Student bursary will be advanced the monies by the school for the Vulnerable Student Bursary while the school reclaims reimbursement from the Student Bursary Support Service.

The school does not award both a discretionary and vulnerable student bursary to the same individual.

## **Payment of Bursary**

Payment will be made on the same day of each month (nominated by the Bursar) direct to the student's bank account.

A bursary payment will only be made if you qualify for either of the above bursaries. If an application is received after the deadline it will be at the school's discretion whether to honour the application.

If there is a change in a student's circumstances within the year which allows them to qualify for a bursary, any bursary payment that may be awarded will be pro-rated from the date that the application is received.

The school reserves the right to withdraw a bursary award should a student not continue to adhere to the agreed standards of attendance, punctuality and behaviour and adhere to the Sixth Form Home-School Partnership Agreement.

The school will withdraw a bursary award should a student leave Lady Margaret School before the end of the academic year.