

Kettering Buccleuch Academy

16 – 19 Bursary Fund Policy & Information sheet

REVIEWED BY:

DATE AGREED BY GOVERNORS: **March 2017**

DATE OF NEXT REVIEW: **March 2018**

Kettering Buccleuch Academy 16-19 Bursary Fund is designed to help and support any student who faces financial barriers to participation in education and training, such as the costs of transport, books and equipment.

Bursaries will be directly linked to Free School Meal eligibility, attendance, behaviour and academic performance and may be paid at regular intervals throughout the academic year. Please also be aware that bursary funding is limited and that bursary awards are subject to funds being available at the time your application is received and assessed.

On the 6th Form Induction day in June, prior to the students formally taking up their place in the 6th form they are given detailed information regarding the bursary and an initial Bursary Fund application form. Students are then informed of the application deadline.

Academic Year 2017-18: To give yourself the best chance of receiving funding, you are strongly encouraged to return your application form no later than the 30th September 2017.

The Bursary Scheme Explained

The scheme is divided into three parts:

1. 16-19 Guaranteed Bursary

Under Government regulations, a guaranteed bursary of £1,200 a year will be awarded to:

- ☐ Young people aged 16 and 17 in care;
- ☐ Care leavers aged 16, 17 and 18;
- ☐ Young people aged 16, 17 and 18 who are in receipt of income support, or universal credit. This may include, for example, young people who are living independently of their parents, those whose parents have died, as well as some teenage parents.

- ☐ Disabled young people in receipt of Employment and Support Allowance or universal credit who are also in receipt of Disability Living or Personal Independence Allowance.

2. Discretionary Bursary

Kettering Buccleuch Academy students who are not eligible for the full Guaranteed Bursary may apply for a Discretionary Bursary dependent upon individual circumstances, if they reside in a household where they or their parent(s)/carer(s) are in receipt of any of the following:

- ☐ **Free School Meals**
- ☐ Income Support/Universal Credit
- ☐ Income-based Jobseeker's Allowance
- ☐ Income-related Employment and Support Allowance/Universal Credit
- ☐ Support under Part VI of the Immigration and Asylum Act 1999
- ☐ The guaranteed element of State Pension Credit
- ☐ Disability Living Allowance/Personal Independence Payments
- ☐ Child Tax Credit, provided they are not entitled to Working Tax Credit.
- ☐ Working Tax Credit "run-on" – the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit.

Students who reside in a household which had a low taxable income for the tax year 2015-16 (evidenced through the production of a P60, Working Tax Credit Award Certificate, or other proof of income) may apply for the Discretionary Bursary.

In all circumstances, please note that a discretionary bursary is subject to available funds – and that in the event of high demand, a discretionary bursary cannot be guaranteed.

3. Additional Help

Students who are not eligible to apply for a Guaranteed Bursary or a Discretionary Bursary can also apply for help for course-related expenses (proof of income or hardship will be asked for).

Applications for additional help will be considered on an individual basis and are **dependent upon available funds at the time they apply**. **To potentially receive this additional help student MUST have filled out the bursary form first.**

Conditions for receiving 16-19 Bursary payments

If you are eligible for a 16-19 bursary payment, this will normally be paid into your bank account in regular instalments throughout the academic year. To qualify to receive a payment for a particular week, however, you must fulfil the following requirements:

- Attend the Academy every day, unless you have been given permission for home study.
- Attend all lessons and registrations punctually.
- Attend every assembly and every mentor session that you are required to attend.
- Attend timetabled lessons.
- Complete all class work and homework set as well as meeting all deadlines.
- Notify reception/6th form if you are absent (on the day or in advance), giving the valid reason.

If your attendance on the above criteria falls below **95%** you will not qualify for payment for that week.

Other sources of support available for students

- **Free School Meals:** If you receive any of the benefits which qualify you to be considered for a Discretionary Bursary, you must also apply to Northamptonshire County Council to receive free school meals. You should apply online using the following address:
<http://www.northamptonshire.gov.uk/en/councilservices/educationandlearning/parents/school-meals/meals/pages/default.aspx>

PLEASE NOTE:- IF YOU ARE ELIGIBLE FOR FREE SCHOOL MEALS YOU MUST APPLY WITHOUT DELAY, AS THIS WILL ASSIST YOU IN ENSURING YOU HAVE ACCESS TO A MEAL, EACH DAY YOU ATTEND THE ACADEMY.

- **Care To Learn:** Teenage parents who wish to continue studying can receive up to £160 per week to pay for child care costs, paid directly to the care provider.
<http://www.education.gov.uk/childrenandyoungpeople/youngpeople/studentsupport/funding/a00203090/care-to-learn>
- **Benefits and Tax Credits:** Under some circumstances, 16 and 17 year olds can apply for benefits whilst continuing studies – for instance if you are severely disabled, living independently of your parents or, in some cases, if you are a teenage parent. If you think this applies to you, please contact the Academy.

Household and Learner Income Band – evidence must be provided	Maximum annual support from Bursary
Up to £15,000	£250
£15,001 - £17,000	£125
£17,001 - £19,000	£100
£19,001 - £21,000	£75
£21,001 - £30,000	£50
£30,000	Only in exceptional circumstances in order to support widening participation or to raise achievement and dependent on remaining funds

Paying the £1,200 Bursary

This will be paid on a monthly basis via bacs provided the student has fulfilled all parts of their Learning Agreement with the Academy. Students will get a card signed by subject staff confirming they have fulfilled the criteria on a weekly basis.

KETTERING BUCCLEUCH ACADEMY

16-19 Bursary Fund – Initial Application Form

Please return this application form to Mrs Morris in the Finance Office, no later than 30th September, 2017.

Applications received after this date will be processed but as bursary funds are limited, please be aware that priority may be given to applications received before the deadline and that funding is not guaranteed.

Please return this form by handing it in a sealed envelope to Mrs Morris. (Please ask Mrs Morris for an envelope, if you need one.)

Please ask **all** adults you live with to help you complete the financial sections of this form. If you live with your parent(s)/carer(s), they will also need to sign this form. If you have any questions or require help in completing this form, please ask a member of the Sixth Form team.

SECTION 1 – Student Details

First name(s):	Surname:
Home address:	
Date of Birth:	Home telephone number:
Email:	Mobile number:
Form Group: (If known)	

Please also give details of any parent(s) and/or carer(s) who live with you:

Name of Adult 1:	Relationship to you: (e.g. mother, father, etc.)
Name of Adult 2:	Relationship to you: (e.g. mother, father, etc.)

SECTION 2 – Are you applying for? (please tick any of the boxes that apply)

☐ Guaranteed Bursary – Please complete sections **3, 5, 6, 7 and 8**

☐ Discretionary Bursary – Please complete sections **4, 5, 6, 7 and 8**

SECTION 3 – Guaranteed 16-19 Bursary (£1,200 pa) (please tick any of the boxes that apply)

- ☐ I am living in care
- ☐ I am a care leaver
- ☐ I am in receipt of Income Support (see front page for details)
- ☐ I am in receipt of Employment Support Allowance and am also in receipt of Disability Living Allowance

SECTION 4 – Discretionary 16-19 Bursary *(please tick any of the boxes that apply)*

- ☐ **EITHER: I receive free school meals for this academic year (2017/18) or I have applied for free school meals for this academic year (2017/2018) on** _____
- ☐ **OR: I permanently live in a household whose parent(s)/carer(s) receive at least one of the following benefits. Please give details in the table below.**
(Evidence required: please complete the section below & complete Section 5)

<u>Tick here:</u>	<u>Benefit received</u>	<u>Person(s) in receipt of this benefit</u>
	Income Support/Universal Credit	
	Income-based Jobseeker's Allowance	
	Income-related Employment and Support Allowance/Universal Credit	
	Support under Part VI of the Immigration and Asylum Act 1999	
	The guaranteed element of State Pension Credit	
	Child Tax Credit <i>(Provided that you do not also receive Working Tax Credit and your income is less than £16,190)</i>	
	Working Tax Credit "run-on" <i>(The payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit)</i>	
	Disability Living Allowance/Personal Independence Payments	

- ☐ **OR: I permanently live in a household with low income.** *(Evidence required: please complete the section below & complete Section 5)*

If you wish to be considered for a discretionary grant on the basis of low income, evidence will be needed to prove income for the tax year ending in April 2016. This section needs to be completed by the person(s) responsible for paying the household bills.

The easiest way to tell us this is to use your latest "Tax Credit Award Notice" (TC602), if your household has one, as this includes all the information required. This will record your total income.

Have you enclosed a copy of your most recent Tax Credit Award Notice?

☐Yes ☐No

Total income recorded on the form: £ _____

If you have answered "No" to the above question, please complete the following table:

Name of person receiving income	Are you employed?	
	YES/NO	
	YES/NO	

SECTION 5 – Proof of Income and Qualifying Benefits

Whatever you have declared in section 3 or section 4 above must be backed up by evidence (photocopies accepted) in order for an assessment to be made. The tables below show what evidence YOU NEED TO PROVIDE.

Qualifying benefits

If you or your household are in receipt of any benefits or tax credits, please tick the relevant box in the table below to confirm whether or not you have enclosed the required evidence.

Type of benefit or tax credit	Evidence required	Tick if enclosed
Income Support/Universal Credit	Entitlement/Award letter – dated within the last 3 months	
Job Seekers Allowance	Entitlement/Award letter – dated within the last 3 months	
Employment Support Allowance/Universal Credit	Entitlement/Award letter – dated within the last 3 months	
Incapacity Benefit	Entitlement/Award letter – dated within the last 3 months	

Disability Living Allowance/Personal Independence Payments	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	
Pension Credit	Pension Credit Award Notice (M1000) marked "2015-16".	
Working Tax Credit	Working Tax Credit Award Notice (TC602) marked "2015-16".	
Child Tax Credit	Child Tax Credit Award Notice (TC602) marked "2015-16".	
Other grants or bursaries	Relevant paperwork detailing entitlement and amount paid	

Proof of income

If you are applying for a discretionary bursary on the basis of low income, the table below shows the evidence that YOU NEED TO PROVIDE. Please tick the relevant box if you have submitted this as evidence.

Type of income	Evidence required	Tick if enclosed
Wages/salaries from employment	<p>Either: A "Tax Credit Award Notice" marked "2015-16" (Form TC602). <u>This includes all the information required.</u></p> <p>Or: (For each responsible adult in the household, for all jobs):</p> <ul style="list-style-type: none"> • P60 for tax year 2015-16; or • Last week in March 2016 payslip; or • Month 12 (March 2016) payslip. 	
Self-employment income (This is only required if you have not submitted a "Tax Credit Award Notice")	<p>Either: A "Self-Assessment Tax Calculation" for tax year 2015-16 (Form SA302).</p> <p>Or: Relevant paperwork detailing the income received from self-employment during the 2015-16 tax year.</p>	
Other income (This is only required if you have not submitted a "Tax Credit Award Notice")	Relevant paperwork detailing the income received during the 2015-16 tax year.	

SECTION 6 – TYPE OF ASSISTANCE REQUIRED

If you are awarded a bursary under this scheme, what are you intending to use this support for?
(Please tick all that apply)

- | | | |
|---|---|---|
| <input type="checkbox"/> Books | <input type="checkbox"/> Equipment | <input type="checkbox"/> Additional course costs (e.g. trips) |
| <input type="checkbox"/> Accommodation costs | <input type="checkbox"/> Exam re-sit fees | <input type="checkbox"/> Transport |
| <input type="checkbox"/> Other (please state):
_____ | | |

Please include all details relevant to the boxes ticked above, to assist with the decision making process.

Thank you.

Are there any particular one-off costs (e.g. purchase of a particular piece of equipment) you would like support with? (If this applies, please give full details of what you require and the costs involved.)

SECTION 7 – STUDENT BANK ACCOUNT DETAILS

In all cases, any bursary awarded will be paid to you in regular instalments throughout the year into the student's bank account. Bursaries should not be paid into the bank account of a parent or carer. As stated above, your receipt of this bursary will be conditional on you continuing to meet Academy targets on attendance, behaviour and academic performance.

If your application is successful, you will receive a letter confirming your payment and a form to fill in your bank details.

SECTION 8 – Important Information and Declaration

Important Information

If your application for a Bursary is successful, this will normally be paid into your bank account in regular instalments throughout the academic year, so long as you have met the Academy's conditions on Free School Meal eligibility, attendance, behaviour, completion of work and academic achievement. The details of this will be confirmed to you in writing.

On occasion, the Academy may opt to pay a bursary "in kind", such as by purchasing a particular piece of equipment. Any books, reference materials or non-consumable equipment purchased by the Academy as part of a Bursary will be the property of the Academy and must be returned to the Academy at the end of the course.

Funding for the 16-19 Bursary Fund is limited and support is subject to there being sufficient funds available at the time your application is received and assessed. Please be aware that if there is high demand for the discretionary bursary, we will prioritise the applications we have received on the basis of need; we therefore cannot guarantee that you will receive financial reimbursement.

Privacy Notice

The information that you provide on this form will be used to assess student eligibility for a 16-19 Bursary payment. This information may be shared with other organisations for administration and statistical purposes only; this could include the *Young People's Learning Agency* for England, the *Department for Education* and *Northamptonshire County Council*. Kettering Buccleuch Academy is a registered data controller under the Data Protection Act 1998.

Please read the declaration below carefully before signing:

- I have read the Important Information and Privacy Notice within this application.
- I understand the requested documentation will be copied and used for the purpose of this application and destroyed in line with current Data Protection procedures at the Academy.
- 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 will inform you immediately, in writing, of any change in circumstances at any time which might affect my entitlement to support (for example if I leave school or if I am no longer eligible for funding). I also agree to repay the Academy in full and immediately any sums advanced to me if the information I have given is shown to be false or deliberately misleading.
- I understand that any failure to meet the Academy's conditions on attendance, behaviour, completion of work and academic achievement may result in a loss of financial support. In particular, I understand that:
 - I must attend college every day, unless I have been given permission for home study.
 - I must attend all assemblies and mentor sessions that I am required to attend.
 - I must attend timetabled lessons, complete all classwork and homework set, and meet all deadlines.

- I must notify reception if I am absent (on the day or in advance), giving the reason.
- I understand that, as funds are limited, there is no guarantee that I will receive a discretionary award.
- If I am awarded a bursary, I am aware that the funding covers only this Academy year and that I must re-apply for funding next year (if applicable).

Signed (Student): _____ **Date:** _____

This declaration should also be signed by any parent(s) or carer(s) that have been mentioned on this application form:

Parent/Carer (Adult 1): _____ **Date:** _____

Parent/Carer (Adult 2): _____ **Date:** _____