



Brampton Manor Academy



16 - 19

BURSARY FUND APPLICATION FORM

Return form with supporting documents to the Head of 6th Form

LEARNERS MUST BE OVER 16 BUT UNDER 19 YEARS OLD ON 31 AUGUST 2022 TO APPLY.

Learners aged 19 or over may be eligible to receive a discretionary bursary but only if they:

- are continuing on a study programme they began aged 16-18 ('19 continuers') or
- have an education, health and care plan (EHCP)

Academic Year
2021/22

Learner Details

SECTION 1

Date of Birth

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First Name..... Surname..... Form Group.....

Courses

SECTION 2

Subjects studied

Vulnerable Bursary (Evidence Required)

SECTION 3

Please tick the box which applies to you:

I am in care: *The 16-19 Bursary Fund defines 'in care' as children looked after by a local authority on a voluntary basis (section 20 of the Children Act 1989) or under a care order (section 31 of the Children Act 1989) – Section 22 of the Children Act 1989 defines the term 'looked after child'*

I am a care leaver: *A 'care leaver' is defined as 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; a young person aged 18 or above who was looked after prior to becoming 18 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)*

I personally receive Income Support or Universal Credit payment *because I am financially supporting myself or financially supporting myself and someone who is dependent on me and living with me such as a child or partner*

I personally receive employment support allowance or universal credit payments and I receive Personal Independence Payments (PIP)

Discretionary Bursary (Evidence Required)

SECTION 4

I am in receipt of Free School Meals (FSM)

OR

Our household income is less than £30,000

Travel

SECTION 5

Children aged 16 and 17 can get free and discounted travel with a Transport for London 16+ Zip Oyster photocard.

Are you applying for help with additional travel costs? Yes No

If yes, please provide details of your journey and the costs incurred:

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Supporting Statement**SECTION 6**

Use this section to provide any relevant information to support your application. You must include an explanation of what you intend to use any discretionary bursary awarded for.

Learner's Bank Account**SECTION 7**

Name of account holder.....

Name of your bank/building society.....

Sort code:

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Account number:

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Declaration**SECTION 8**

1. I confirm that the evidence I have provided is correct and complete to the best of my knowledge. I am aware that giving false or incomplete information which leads to incorrect or overpayment may result in the stoppage of future payments and the recovery of funds that have already been paid. It may also result in a referral to the police with the possibility of facing prosecution.
2. The school will consider a discretionary bursary award to contribute towards the cost of meals, transport, equipment, uniform and other course related costs.
3. There is a possibility of no award or limited award. The school reserves the right to vary or withdraw the offer of a Bursary subject to available funds and qualifying conditions.
4. I agree that details of my award and application, including personal information, may be revealed, on request, to statutory Government bodies such as the ESFA, DfE, Benefits Agency, Local Education Authority, etc.
5. I understand that if I withdraw from my course before the completion date, I will be required to repay an appropriate amount of any Bursary received.
6. I understand that I am expected to have outstanding attendance and punctuality (exceeding 95%) to receive the Bursary, which is also conditional on exemplary conduct in school.

Learner Signature _____ **Date** _____



Guidelines and Conditions for applying to the Bursary Fund 2021/22

Deadline for completing application form is Friday 15th October 2021.

Applications received after this date will be considered but payments may be affected.

Student Eligibility

To be eligible for the bursary Learners:

- Must be over 16 but under 19 years old on 31 August 2022
- Learners aged 19 or over may be eligible (income applies) to receive a discretionary bursary but only if they:
 - are continuing on a study programme they began aged 16-18 ('19 continuers') or
 - have an education, health and care plan
- You must be enrolled on an eligible course and meet the residency criteria
- Accompanied asylum seekers cannot receive cash payments

Vulnerable Bursary (Section 3)

A vulnerable bursary of up to £1200 per year, for young people in the following defined groups: in care, care leavers, in receipt of Income Support/Universal Credit in their own right 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.

Supporting Documents

If applying for the Vulnerable Bursary you will need to bring the following:

- Written confirmation of your current or previous looked-after status from the local authority which looks after you or provides your leaving care services;
- A letter setting out the benefit which you are entitled to

Payment

Payments are made on a monthly basis with a minimum attendance and punctuality requirement of 95%. If attendance or punctuality drops below this, payments may be reduced or stopped.

Discretionary Bursary (DB) (Section 4)

The discretionary bursary contributes towards to the cost of your course for learners with a household income of below £30,000. This can include additional transport costs (capped at £2 per day), essential equipment, books, educational visits, uniform, work experience costs and free meals. The exact level of payment will be finalised after the application has been received. This is not a fixed bursary amount.

Free School Meals

Anyone eligible to receive free school meals should make a separate application for this. Those entitled to receive free school meals will receive them each day they attend school.

DB Supporting Documents

Non-working household and in receipt of Free School Meals (FSM)

Free meals are prioritised for learners in receipt of, or having parent(s)/guardian(s) who are in receipt of, one or more of the following benefits:

- Income Support (issued within the last 3 months)
- Universal Credit with net earnings not exceeding the equivalent of £7,400 pa (after tax and not including any benefits you get)
- Income-based Jobseekers Allowance (issued within the last 3 months)
- Income-related Employment and Support Allowance (issued within the last 3 months)
- Support under part 6 of the Immigration and Asylum Act 1999
- Guarantee element of State Pension Credit
- Child Tax Credit (not Working Tax Credit) and have an annual gross income of no more than £16,190 (dated after April 2020)
- Working Tax Credit run on—paid 4 weeks after you stop qualifying for Working Tax Credit

Household income is less than £30,000

You or your parent(s)/guardian(s) should provide proof of, one or more of the following:

- Child Tax Credit and have an annual gross income of no more than £30,000 (dated after April 2021)
- Copy of their 2020/21 P60 certificate
- HM Revenue & Customs Self Employment Tax Return

Payments

Travel payments paid half-termly based on actual attendance and may be stopped if attendance drops below 95%. Payments for equipment reimbursed from October onwards and paid on the production of receipt and educational visits/trips paid directly to the course department.

Bank details

Payments are made directly into Learner's bank account. Failure to provide correct bank details will result in a delayed or non-payment. **You should still submit your application form if you do not have a current bank account.**

Disclaimer

All the information in this guide was accurate at the time of publication in September 2021. Awards and payments are subject to available funds.

GDPR

The General Data Protection Regulation (GDPR) replaces the Data Protection Regulation from 25 May 2018. The Regulation aims to harmonize data protection legislation across EU member states, enhancing privacy rights for individuals and providing a strict framework. By signing this document, you will have consented for the school to process your personal data for the sole purpose of processing your Bursary Application Form and considering your eligibility to receive funds. If your Bursary application is successful, we will retain the application for seven years as we have a legal or contractual obligation to do so, after the seven-year period the School will then securely destroy the form. If your Bursary Application Form is unsuccessful, we will retain the application for one year and then securely destroy the form. You may withdraw your consent to our processing of your personal information for a particular purpose, however, this may affect your eligibility to receive funds. For further information on our Privacy Statement, please visit www.bramptonmanor.org

Please return completed form with supporting documents to the Head of Sixth Form