

## 16 to 19 Bursary Fund

### Application Guidance Notes

The Carlton le Willows Academy 16-19 Bursary Fund is designed to help and support any student who faces financial barriers to participation in the sixth form, such as costs of transport, food, books and equipment.

The scheme is divided into two parts:

#### **Vulnerable Student Bursary:**

This bursary is up to £1,200 a year and is paid in six equal instalments. It will be awarded to students who are:

- in care
- care leavers
- young people in receipt of income support or universal credit because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them such as a child or partner
- young people receiving employment and support allowance or universal credit as well as personal independence payments or disability living allowance in their own right

#### **Discretionary Bursary**

This bursary is available to Carlton le Willows Academy students not eligible for the vulnerable student bursary if they:

- fall into one of the household income bands
  - Band 1 – Annual household income of £16,190 or less
  - Band 2 – Annual household income of £16,191 to £20,817
  - Band 3 – Annual household income of £20,818 to 25,521
- are in receipt of free school meals
- are a young carer
- are a parent
- are in receipt of personal independence payments or disability living allowance

Please note that the applicants (student) income from part-time employment will be taken in to account when calculating annual household income.

The level of support which the academy can offer is dependent on the total funding received from the Education and Skills Funding Agency and the number of applications it receives.

#### **Additional Help**

Under **exceptional** circumstances students who are not automatically eligible for an award can also apply for help with one off course related expenses (proof of income or hardship will be asked for). Applications for additional help will be considered on an individual basis and is dependent upon available funds.

## **Payment Conditions**

- All bursary payments will be directly linked to attendance, behaviour and performance. (See below)
- All bursary payments will be paid directly into a student's bank account, dates to be advised.

## **Eligibility**

To be eligible to receive a bursary students must:

1. be aged over 16 and under 19 on 31 August 2023;
2. be aged 19 or over on 31 August 2022 and have an Education, Health and Care Plan;
3. be aged 19 or over on 31<sup>st</sup> August 2023 and continuing on a study programme they began aged 16-18 ('19+ continuers);
4. meet the residency criteria given in the ESFA 2023 to 2024 academic year funding regulations for post-16 provision;
5. participate in full time sixth form provision at Carlton le Willows Academy;

To continue to receive a bursary the student must satisfy the following criteria:

1. attending regularly and punctually – the level of unauthorised or unexplained absence from lessons must be not greater than five percent;
2. keeping the fair rules so that everyone can learn and stay safe - never to behave violently or conceal something that poses a danger to the safety of other members of the academy in the knowledge that to do so will result in an immediate instruction to leave the sixth form;
3. keeping to the sixth form dress code and appearance policy;
4. participating fully in lessons, tutorial and sixth form life;
5. completing all work to an acceptable standard meeting coursework and homework deadlines;
6. completing all courses enrolled on at the start of the academic year, unless discontinuation of a course is agreed with the academy for reasons other than failing to satisfy criteria 1, 4 and 5 above or study is transferred to another course.



## Application Form

### Carlton le Willows 16-19 Bursary

If you need some help with this form, please telephone the sixth form student support: 0115 9565008 extension 274. **N.B: This form must be completed by the student applying for the bursary funding.**

#### SECTION 1 – Student details (please print details and complete in black ink)

First Names:	Surname:
Date of Birth:	Home telephone No:
Email:	Mobile No:

#### SECTION 2 – Vulnerable Student Bursary. Please tick the box that applies to you:

- I am living in care
- I am a care leaver
- I am in receipt of income support or universal credit
- I am in receipt of employment support allowance or universal credit and also in receipt of disability living allowance or personal independence payments

**(If you are applying for a Vulnerable Student Bursary and have completed Section 2 please now go to Section 4)**

#### SECTION 3 – Discretionary Bursary

I am a student who falls in to one of the following. (Please tick the appropriate box)

Name of person receiving benefit:	Free School Meals	Young Carer	Young Parent	Personal Independence Payment or Disability Living Allowance	Household Income of £25,521 or less

**SECTION 4 – Proof of income/benefit submitted**

Whatever you have declared in Sections 2 or 3 must be supported with evidence in order for an assessment to be made. The table below shows the evidence you will need to provide with this application form. ***Please tick the ones you are providing.***

Type of Income	Evidence Required	Tick if Supplying
<b>Annual Household Income</b>	P60s for tax year 2022-23, or last week in March 2020 payslips or month 12 (March 2023) payslips or Tax Credit Award Notice marked 2023-24	
<b>Income Support or Universal credit</b>	Entitlement / Award letter – dated within the last 3 months	
<b>Job Seekers Allowance</b>	Entitlement / Award letter – dated within the last 3 months	
<b>Employment Support Allowance</b>	Entitlement / Award letter – dated within the last 3 months	
<b>Incapacity Allowance</b>	Entitlement / Award letter – dated within the last 3 months	
<b>Carer’s Allowance</b>	Entitlement / Award letter – dated within the last 3 months	
<b>Free School Meals</b>	Entitlement / Award letter – dated within the last 3 months	
<b>Any other benefit</b>	Entitlement / Award letter – dated within the last 3 months	
<b>Disability Living Allowance</b> or Personal Independence payments	Entitlement / Award letter – dated within the last 3 months	
<b>Birth Certificate of Child</b> <i>If you are a young parent</i>		
<b>Any Other income</b>	Relevant paperwork	

## SECTION 5 – Further information

Please give any details below of any other circumstances that you would like us to know about to help with your application

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## SECTION 6 – How the funds will be used

Please provide below details of how the bursary funds, if awarded to you, will be used and the amount.

Please note that those students making an application under Free School Meals will not normally be eligible to claim funding for meals as they are entitled to receive a free school meal at the academy.

Category	Amount (£)
Books/equipment/specialist clothing related to the course you are following:	
Additional course costs, for example, educational trips/visits	
Transport	
Meals	
Accommodation	
Exam re-sit fees	
Other items solely related to the course you are following	

## SECTION 7 – Declaration

Please read the declaration below carefully before signing:

1. 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 undertake to supply any additional information that may be required to support this application. I understand that if I refuse to provide information relevant to my claim the application will not be accepted. I also undertake to tell the academy of any change in my circumstances in writing. I 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.

2. I am aware that the funding covers only this school year and that I must re-apply next year; there is no guarantee that I will receive funding for future years even if I am eligible for the current year.

Signed (student):

Date:

Signed (parent or carer named above):

Date:

**Please note: Applications for 2023/24 should be returned by Friday, 22 September 2023 at the latest. Applications after this date will be welcome and will be considered in the light of funds available.**

***For academy use only:***

*Date Received:*

*Bursary Approved: Yes or No*

*Nominated Bursary or Discretionary Bursary*

*Authorised By:*

*Date:*

*First payment made – date:*

*Additional Notes:*

## SECTION 8 – Student Bank Account Details

In order for us to pay the bursary into bank accounts, please provide the student's bank account details.

Bank Name (e.g NatWest)	
Branch Location (e.g. Nottingham, South Parade)	
Name of Account Holder	
Sort Code	
Account Number	
Roll Number ( Building Society Account)	