

# Spalding Grammar School 6<sup>th</sup> Form

## Guidance notes on financial support from the

### 16-19 BURSARY FUND 2020/21

The **16-19 BURSARY FUND** is there to help **6<sup>th</sup> form students**. Vulnerable Students are eligible for a bursary of £1,200. There is also a discretionary fund to support other students who may have difficulty in getting to school or taking or completing their course because of **financial difficulties**.

#### Bursary for Vulnerable Students:

Vulnerable Students are:

- students who receive income support
- care leavers:
  - o young people aged 18-21 who have been looked after for 13 weeks or more since the age of 14, or
  - o young people who cease to be looked after or accommodated.
- students in care
- disabled students in receipt of both Employment Support Allowance and Disability Living Allowance

#### **Vulnerable students are eligible for a bursary of £1,200**

Vulnerable students must provide evidence of eligibility, such as:

- a letter setting out the benefit to which the young person is entitled;
- written confirmation of the young person's current or previous looked-after status from the local authority which looks after them or provides their leaving care services.

Students ineligible for a bursary of £1,200, but still requiring financial support, may apply for an award from the Discretionary Fund

#### Discretionary Fund

The **Discretionary Fund** can help with:

- Transport Costs**
- Books and equipment**
- Examination resit fees**
- Cost of school meals**
- Costs of trips relevant to your course**
- Other costs and expenses associated with attending a 6<sup>th</sup> form course at Spalding Grammar School**

Please note that funding is limited and priority will be given to:

- 1 Vulnerable Students**
- 2 helping with transport costs of attending school**
- 3 helping those students from families with low incomes**

#### Eligibility

To be eligible to receive a bursary the student must be aged under 19 on 31<sup>st</sup> August in the academic year in which they start their programme of study and must satisfy residency criteria

Funding may be withdrawn for students who fail to attend regularly, fail to make reasonable progress or fail to comply with the School's standards of behaviour.

When approved, the bursary will be paid by instalments each term (3 times per year). The bursary may be paid 'in kind' – e.g. the school may purchase bus passes, equipment etc. Cash payments will be sent by BACS to your Bank Account.

Applications for financial support should be submitted to the School by the start of the academic year although it **may** still be possible to apply for funding after this date. The School will allocate the majority of the Bursary Fund in September, but will retain a small amount to cover late applications, unexpected costs or changes of circumstance.

If you want help with transport costs from the 1<sup>st</sup> day of term, you must complete and return this form before the end of August! It is not always possible to fund the early applications.

**Those on low incomes will have to produce evidence of their financial situation, such as :**

- entitlement to free school meals**
- income support letter**
- tax credit award notice**
- jobseeker's allowance award letter**
- P60**

If you wish to apply for financial support please complete the form on Pages 3 and 4 and return it to Mrs Harrison Wild.

# Spalding Grammar School 6<sup>th</sup> Form

Ref: \_\_ / \_\_ \_\_

## APPLICATION for SUPPORT from 16-19 BURSARY FUND 2020/21

Please read the guidance notes, then complete this form and **enclose relevant proof of entitlement**. You can ask the Finance office if you would like help in completing this form

Name	
Form	
Do you need help with transport costs?	How much do you need?
Travelling from:	
Ticket cost:	
What else do you need help for?	How much do you need?
Please give as much detail as possible.	
Bank Account Details	
Bank Name:	Sort Code:
Account name:	Account number:

Please complete the Financial Information form on Page 4

### ONLY COMPLETE ONE SECTION on Page 4

- Complete Section A if you are a Vulnerable Student
- Complete Section B if you are from a low income family (e.g. eligible to claim Free School Meals)
- Complete Section C for any other reason

## FINANCIAL INFORMATION

<b>Section A (Vulnerable Student)</b>	Please tick
I am a Vulnerable Student (as defined on Page 1) and enclose evidence of eligibility	

<b>Section B (Low Income)</b>	Please tick one box
I receive Free School Meals	
<b>OR</b> I am from a low income family and <b>enclose evidence</b>	

<b>Section C (Any other reason)</b>
Please explain why you are seeking financial assistance:
.....
.....

I certify that the information I have provided is correct and agree to inform the school if my circumstances change or if I stop attending my course. In such circumstances I understand that I may be required to return all or part of any funds received.

### ALL SECTIONS

Signature of applicant.....Date.....

### SECTION B and C

Signature of parent/guardian.....Date.....

This form must be fully completed and signed, proof of benefit entitlement or proof of income must be attached and forwarded to the Finance Office