



16–19 Bursary/Discretionary Fund Application Form 2016/17

16 – 19 Bursary Guidelines for Applications

The 16-19 Bursary is given out by the school on a discretionary basis. Students can apply for the Bursary if fulfilling the following criteria:

1. The student is over 16 and under 19 on or before 31/08/16 to apply for the Bursary.
2. The student must satisfy Education Funding Agency residency criteria – that you normally live in the UK.

Bursary Fund

Bursary money is allocated by the school to students who fulfil one of the following criteria:

Level One (£1,200 per year):

- A Young Person in Care
- A Care Leaver
- In receipt of Income Support
- A disabled young person in receipt of employment and support allowance who is also in receipt of disability living allowance.

Level Two A (£510 per year):

Students who are eligible for free school meals or whose household income is below £16,190 per year.

Level Two B (£400 per year):

Students whose household income is between £16,191 and £20,816 per year.

Application Process and Payments

All applications for a Bursary are to be made to the school Finance Office.

The Abbey School will then process the information by the end of September and will advise you, in writing, of the outcome.

The Abbey School will also have to complete a Funding Claim form which will be sent to the Learner Support service for any student eligible for the Level One fund.

All eligible bursary payments will be attendance related and back-dated to the start of the courses the student has enrolled upon.

All bursary payments will be paid by cheque and will be subject to the conditions laid down in the 16–19 Bursary Contract. This must be signed in front of either Mr Clarke, Assistant Headteacher for KS5, or Ms Haran, Deputy Head of Sixth Form.

Payments will be made in three instalments of equal amounts. Payments will be made in November, February and May.

There is a strict payment based on attendance policy. Authorised attendance needs to be at a minimum of 95% for each payment period for money to be paid. Parents/Carers and students will be informed on a weekly basis of attendance dropping below that level. Lateness to class of over 5% will also result in the instalment not being paid.

Please note that The Abbey School guarantees that all personal information, including bank details and household earnings, will be stored securely and will remain strictly confidential.

In Year applications will be considered and applications to be with the Finance Office by the 15th of each month, subject to funds being available.

Please ensure you have read and understood the school’s statement regarding bursary applications before completing this form. Please note if a bursary is awarded the payments will be made subject to the conditions of the 16-19 Bursary contract being met.

Evidence required

Evidence of household income by way of a P60, Receipt of Benefit Notification, Tax Credit Award Notification or Self Employed Income Notification must be provided to the school Finance Office along with the completed application form.

Please hand this form to the school’s Finance Department along with any relevant evidence for processing by 15 September 2016

Please complete all information in BLOCK capitals:

Surname:		Forename:	
Date of Birth:	Age at 31/08/2016	Sex: Male/Female	
Previous School Name (if not The Abbey):			
Address:			
How long have you been resident in the UK?			
Home Telephone Number:		Parent Mobile Number:	
Student Mobile:		Student E Mail:	

1. Are you a young person in care?	Yes	No
2. Are you a care leaver?	Yes	No
3. Are you a young person in receipt of income support?	Yes	No

4. Are you a disabled young person in receipt of employment and support allowance who are also in receipt of disability living allowance?	Yes	No
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If you answered YES to any of the above questions, please attach evidence of this with your application form.

5. Are you eligible for free school meals?	Yes	No
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If you answered YES to any of the above questions, please attach evidence of this with your application form.

6. What is your household income? (Please complete)	£
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Please supply evidence of your household income by way of a P60, Receipt of Benefit Notification, Tax Credit Award Notification or Self Employed Income Notification.

7. How do you travel to school?	
8. If by public transport what are the weekly costs?	

Please supply evidence of the cost of transportation to school.

9. Do you have any course/equipment costs?	Yes	No
10. Please provide additional information:		

Please supply evidence of the costs to school.

11. Please provide additional information that may be relevant including the details of any discretionary fund requests. (Please attach further details if necessary).
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I/We confirm that all information provided is true and I will notify school if any circumstances change. I/We understand that the bursary will be provided on the basis that certain conditions set by the school as detailed in the Bursary Contract and understand that money may be claimed back if I/We knowingly gave information which is discovered to be false.

After declaration – Please hand this form to the school’s finance department along with any relevant evidence for processing at the start of Term 1, late applications should be received by the 15th of the month thereafter.

Student Signature:

Date:

Parent Signature:

Date:

School Use Only:

Received:	Number:	Purpose:	Awarded:
	Group:	Bursary:	Discretionary:
Evidence Seen:	Q1-4	Q5-7	Q8
	Q9-10	Q11	