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**Sixth Form Bursary Application 2024/25**

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| **Section 1: Please tick which level of bursary you are applying for:** | |
| o | Level 1 Bursary  *Typically for students in care, or are care leavers, receiving 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, or receiving Universal Credit in their own right* |
| o | Level 2 Discretionary Bursary  *All decisions about which students receive a discretionary bursary and how much bursary they receive must be based on each student’s individual circumstances and their actual financial need. These will vary from student to student, depending on, for example, their household income, the distance they need to travel to the institution and the requirements of their study programme. All students will be assessed on their individual circumstances and actual financial need. In addition, the panel will look at the student’s wider family circumstance (such as a single parent family, carer responsibilities), courses with higher equipment costs, free school meals, etc.* |
| o | Emergency food support  *In individual cases of severe hardship, the bursary can provide one off food support whilst a student attends their study programme, for a student they consider to be in real need.* |

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| **Section 2: Student Details** | | | |
| Forename |  | Surname |  |
| Address  Postcode | | Telephone: |  |
| Email: |  |
| Date of birth: |  |
| Age on 31/8/2024: |  |
| Residency Status: Have you lived in the UK for the past 3 years? YES / NO  (If NO, please provide details of your immigration status) | | | |
| Who do you live with? | | * 2 parents * 1 parent and your step parent * 1 single parent only * 1 parent and their partner * Your own partner/spouse * In care * Alone * Other (specify) | |
| Which subjects are you studying? | |  | |
| Do you participate in extra-curricular activities in school? e.g. Drama Clubs, Sports Clubs, Music Lessons | |  | |
| Are you in receipt of Free School Meals? | | Yes/ No | |

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| **Section 3: Parent /Carer Details** | |
| Name of parent /carer |  |
| Are you married? |  |
| Are you living with a Partner? |  |
| How many other children are living at home who are under 16 and financially dependent on you? | *Please provide their ages* |

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| **Section 4: Household Income** | | | | |
| Income | Adult 1 providing financial support in the household | Adult 2 providing financial support in the household | Other adults providing financial support in the household | Supporting  Evidence  Y/N |
| Self-employed gross income (before tax) after deductions of expenses. | £ | £ | £ |  |
| Gross earned wages / salary from a job  (before tax) | £ | £ | £ |  |
| Other income eg maintenance payment,  investment income | £ | £ | £ |  |
| Please state the amount of any benefits received in the boxes below and state if it is per week, month or year. | | | | |
| Child Benefit | £ | £ | £ |  |
| Universal Credit | £ | £ | £ |  |
| Income based Jobseeker’s Allowance | £ | £ | £ |  |
| Housing Benefit | £ | £ | £ |  |
| Council Tax Reduction | £ | £ | £ |  |
| Working Tax Credit | £ | £ | £ |  |
| Child Tax Credit | £ | £ | £ |  |
| Income related Employment & Support  Allowance (ESA) | £ | £ | £ |  |
| Income Support (total: basic and premiums) | £ | £ | £ |  |
| Pension Credit (Guaranteed Credit) | £ | £ | £ |  |
| Statutory Sick Pay | £ | £ | £ |  |
| Any other benefits – give specific details: |  | | | |

***Guidance on types of evidence required for Level 1 bursaries***

*We are obliged to obtain proof and retain evidence that students meet the criteria for the bursary for vulnerable groups in full. In other words, that they are in receipt of the specified benefits in their own name or that they fully meet the definitions for in care/care leavers.*

*Evidence could include:*

* *For students who are in care or a care leaver, written confirmation of their current or previous looked-after status from the relevant local authority – this is the local authority that looks after them or provides their leaving care services. The evidence could be a letter or an email but must be clearly from the local authority*
* *For students in receipt of UC or IS, a copy of their UC or IS award notice. This must clearly state that the claim is in the student’s name/confirm they are entitled to the benefits in their own right. The evidence must not state any conditions that prevent them from participating in further education or training. For students in receipt of UC, institutions must also see a document such as a tenancy agreement in the student’s name, a child benefit receipt, children’s birth certificates, utility bills and so on*
* *For students receiving UC/ESA and DLA and PIP, a copy of their UC claim from DWP. Evidence of receipt of DLA or PIP must also be provided*
* *UC claimants should be able to print off details of their award from their online account or provide a screenshot to the institution.*
* *Students can also contact their UC Work Coach (or relevant Benefit Office if they are receiving getting IS or ESA) and ask them for help in providing evidence of receiving benefits.*

***Guidance on types of evidence required for Level 2 bursaries***

*Proof of household income, in original documentary form, such as P60, Self employed income notification, receipt of benefit notification and / or free school meal notification, Universal Credit (UC) award notices when these are provided as evidence of household income. The ESFA states we ask for the 3 most recent monthly award statements. The take-home pay figure in addition to the amount of UC after all deductions will give a total monthly income. Using 3 months statements will act as a guide to the household income for a quarter of a year. We are then able estimate assumed income for a full year.*

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| **Section 4: Please outline below the level of financial support required and purpose. Please supply as much information as possible:** | | |
| **Expense** | **Details/ Reason** | **Amount requested** |
| *Example:*  *Support to cover costs of school transport* | *Example:*  *route XXX, daily travel* | *Example:*  *£200 per year* |
|  |  | £ |
|  |  | £ |
|  |  | £ |
|  |  | £ |
|  |  | £ |
|  |  | £ |
|  |  | £ |
|  |  | £ |
|  |  | £ |
| **Total amount requested:** | | £ |

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| **Section 5: Student bank account details** | |
| Account in the name of |  |
| Bank name and address |  |
| Sort code |  |
| Account number |  |

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| **Section 6: Declaration** | |
| * I confirm I have completed all sections of the application form and have provided all copies of any documents/letters which support my application. Without this information it will not be possible to process your application for the bursary fund. * I declare that the statements made on this form are true and to the best of my knowledge and believe are correct in every respect * I am aware that the funding covers only this school year and that I must re-apply next year. * I understand there will be regular checks of my attendance, progress and conduct and that failure to fulfil these requirements may result in my award being withdrawn. * I agree to abide by the conditions laid out in the ‘EWS Bursary 2024 Guidance’ * I agree that any bursary provided will be on conditions set by the school in the bursary policy and that money may be claimed back if the information has been provided which I know to be false. * I agree to submit inform the Sixth Form Administrator of any change of circumstances e.g. if there is a change to (a) my course, (b) my personal status (c) my household financial status (d) my mode of transport to school. * I understand that awards are discretionary and based on household income and individual circumstances. * Decisions to award bursaries, or to discontinue them, are made by the Bursary Award Panel on the basis of the information available and that their decision will be final. | |
| Student name in BLOCK CAPITALS: |  |
| Student signature: |  |
| Parent/ Carer name in BLOCK CAPITALS: |  |
| Parent/ Carer signature: |  |
| Date of application: |  |

**Security of Personal Information**

All applications will be made through the Finance Office. All personal information and evidence submitted in support of the application will be stored securely and will remain strictly confidential.

**Appeals**

Students have the right to appeal against a decision that the school has made, if they believe it to be unfair and can provide evidence to support this. A copy of the complaints policy is available from www.ewsacademy.org.uk

**Fraud**

Parents/ carers and students are made aware, that in signing the application form, they understand that monies may be reclaimed and eligibility withdrawn should they knowingly provide information which is discovered to be false. Please be informed that this might result in a referral to the police with the possibility of the student and/or their family facing prosecution.

**What happens next**

Students will receive a letter confirming receipt of their application to the ‘16-19 Bursary Fund’ along with the support allocation awarded by the Bursary Fund Committee and, if appropriate, a payment scheme.

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**EWS Student and Parent/Carer Bursary Agreement**

I accept and agree to the conditions of the ‘Bursary Agreement’ as detailed below”

Student’s continued eligibility to receive the bursary will be reviewed termly. Students must meet the following conditions:

* Maintain high levels of attendance to lessons (95%) with unauthorised absences not exceeding 5% and comply with the Sixth Form code of conduct.
* Attend all lessons punctually, a minimum of 95%, including PSHE, Online sessions, Tutor Time and Assemblies.
* Adhere to dress code expectations.
* Maintain responsibility for your own learning with the support of your teachers. Completing all work to the required standard by the required deadline by using your time, in school and at home, effectively.
* Act as a positive role model for younger students and behave in a manner which befits a Sixth Form student, adhering to the school behaviour policy.
* Inform the bursary administration team of any changes to my (a) course (b) personal circumstances (c) household financial circumstances and (d) mode of transport to school. I understand that my bursary payments will be reviewed and if necessary adjusted in light of these changes in circumstances.
* Accept that awards are discretionary and the decision will be final.
* Accept that the bursary may be withdrawn should the above conditions not be met or if the change to my household financial circumstances raises my above the qualifying income for a bursary award.
* Accept that receipts for all purchases awarded by the Bursary must be provided and that without these an adjustment will be made to future claims.
* Understand that payments will be made in kind wherever possible.

Payments may be withheld if these criteria are not met. We reserve the right to stop payments where students have been absent for a period of 4 continuous weeks or more (excluding holidays) and where students have made a decision to withdraw from a study programme. We can also take money back from students if they have not spent it for the reasons it was awarded to them.

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| Student name in BLOCK CAPITALS: |  |
| Student signature: |  |

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| Parent/ Carer name in BLOCK CAPITALS: |  |
| Parent/ Carer signature: |  |

Please complete and return this declaration and the application form to:

Zoe Haynes, Sixth Form Administrator

[zoe.haynes@ewsacademy.org.uk](mailto:zoe.haynes@ewsacademy.org.uk)