



Altrincham College
Sixth Form



part of the
South Manchester
Learning Trust

16-19 BURSARY APPLICATION FORM 2023-2024

**Please complete all sections of this form and return to
Mrs Pearson
(Sixth Form Reception)**



Bursary Policy

Introduction

The 16-19 Bursary Fund was introduced by the Government as a replacement for the previous EMA scheme (Education Maintenance Allowance). The purpose of the Bursary is to support students within the Sixth Form by meeting the needs of young people facing the greatest financial barriers to participation.

Aim for the Bursary

The aim of the Bursary is to remove barriers to learning; therefore monies must be spent on items such as:

- Travel expenses, e.g. bus passes
- Supplying study guides and books
- Essential items relating to their Sixth Form studies e.g. lunches and clothing
- Internet connection at home, by providing an internet dongle
- Providing financial support for any academic trips and activities

Who is eligible to receive the Bursary?

A young person under 19 on 31 August in the academic year in which they start their programme of study.

(Vulnerable groups)

This bursary is upto £1,200 a year and is paid monthly. It may be awarded to:

- Young people aged 16 and 17 in Local Authority care
- Care leavers aged 16, 17 and 18
- Young people aged 16, 17 and 18 who are in receipt of income support or Universal Credit because they are financially supporting themselves and anyone who is dependent on them and living with them such as a child or partner
- Disabled young people in receipt of Employment Support Allowance who are also in receipt of Disability Living Allowance, or Personal Independence Payment in their own name

Students who meet the criteria for bursaries for vulnerable groups are not automatically entitled to a bursary if they do not have financial needs and/or their financial needs are covered from other sources.



Discretionary Bursary

This bursary may be available to Altrincham College Sixth Form students who are eligible for free school meals, which the school will be aware of, or who live in a household whose family income is £25,000 per annum or less and/or whose parents/carers may be in receipt of any of the following:

- Income Support or Universal Credit
- Income Based Job Seekers Allowance
- Employment Support Allowance
- Incapacity Allowance
- Any other benefit

Any young person *could* receive a bursary, as long as they attend provision that is:

- Publicly funded; and
- Subject to inspection by a public body that assures quality (e.g. Ofsted)

How will the Bursary be spent?

The Headteacher, in conjunction with the Business Manager will determine the students most in need of additional support.

There will be a review of the student's circumstances throughout each academic year to identify anyone who might become eligible during an academic year and a proportion of the fund will be set aside for this eventuality.

Monitoring spending

The Bursary spending will be monitored by the School Business Manager.

A record of all spending will be kept, providing evidence of how the money was spent and which students the money has supported.

Bursary payments:

Bursary money is linked to attendance and behaviour and payment will be stopped immediately if attendance reaches 85% or below, or if a student accrues 20 lates to Sixth Form in one academic year. If the minimum attendance level is not reached students will be required to meet with the Head of Sixth Form to discuss the reasons.



APPLICATION FORM

Sections 1, 2 **or** 3, and 6 are to be completed by the Student
 Section 4 and 5 are to be completed by the Parent / Carer
 Section 7 need to be signed by both the Student and the Parent/Carer

SECTION 1 – Student Details

First Name(s):	Surname:
Date of Birth:	Home telephone No:
Email:	Mobile No:

*Please complete **either** Section 2 **or** 3 based on your circumstances.*

SECTION 2 – Vulnerable groups (upto £1,200 per annum)

Please tick the box that applies to you:

- a) I am living in Local Authority care
- b) I am a care leaver
- c) I am in receipt of Income Support or Universal Credit because I am financially supporting myself and anyone who is dependent on me and living with me
- d) I am in receipt of Employment Support Allowance and also in receipt of Disability Allowance

*If you are applying for a Vulnerable groups Nominated Bursary and have completed Section 2, c) or d) please go to **Section 4**.*

*If you are applying for a Vulnerable groups Nominated Bursary and have completed Section 2, a) or b) please go to **Section 6**.*

SECTION 3 – Discretionary Bursary

Please tick the box(es) that apply to you:

I am a student who receives a free school meal

I am a student who permanently lives in a household whose parents/carers receive one of the following.

(Please tick appropriate box below)

Name of person receiving benefit	Income Support / Universal Credit	Job Seekers Allowance	Employment Support Allowance	Support under Part VI of the Immigration and Asylum Act
1.				
2.				

OR

SECTION 3 cont..

I am a student whose household income is between £16,500 - £25,000.

Please note: Section 5 will allow you to provide further details of your circumstances and evidence required

SECTION 4 – Parent/Carer Information

To be completed by the person(s) responsible for the household bills

Name of person receiving income	Are you employed	
1.	Yes / No	If yes, please submit P60 for Work Tax Credit Award Certificate – or other Inland Revenue acceptable proof
2.	Yes / No	If yes, please submit P60 for Work Tax Credit Award Certificate – or other Inland Revenue acceptable proof

SECTION 5 – 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 when you apply. Please submit a minimum of **two** pieces of evidence from the categories below.

Type of Income	Evidence Required	Tick if applicable
Annual Salary	P60 for tax year 2022-2023, or last week in March 2023 payslip or month 12 (March 2023) payslip or Working Tax Credit Award Notice marked 2022-2023	
Income Support or Universal Credit	Entitlement / Award letter – 3 most recent monthly award statements dated within the last 6 months	
Income Base Job Seeker Allowance	Entitlement / Award letter – dated within the last 6 months	
Employment Support Allowance	Entitlement / Award letter – dated within the last 6 months	
Incapacity Benefit	Entitlement / Award letter – dated within the last 6 months	
Disability Living Allowance	Entitlement / Award letter – dated within the last 6 months	
Any other benefit	Entitlement / Award letter – dated within the last 6 months (Once we have received details of the Entitlement we will be able to access whether the Student will be entitled to financial support)	



SECTION 6 – Further Information

We base all decisions about which students receive a discretionary bursary, and how much bursary they receive, 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 number of dependent children in the household, the distance they need to travel to college and the requirements of their study programme; please details these below.

Also detail if there are other circumstances that you would like us to consider with your application, including any specific requirements you may have, please give details below.



SECTION 7 – Declaration

1. I declare that the statements made on this form are true.
2. I undertake to supply any additional information that may be required to support this application.
3. I understand that if I refuse to provide information relevant to my claim the application will not be accepted.
4. I undertake to inform the school in writing of any change in my circumstances.
5. If applying for Discretionary Bursary on the basis of FSM eligibility and no further household income has been submitted, I declare and confirm that our household circumstances have not changed.
6. I agree to repay the school immediately and in full if the information I have given is shown to be false or deliberately misleading.
7. I am aware that the funding covers this school year only and that I must re-apply next year and that there is no guarantee I will receive funding for future years, even if I am eligible for the current year.
8. I understand that all Bursary money awarded is linked to attendance, punctuality, work ethic and behaviour and that payment will be stopped immediately if a students' attendance reaches 85% and/or if a student accrues 20 lates in one academic year.
9. I understand that the Bursary I am applying for must be used in an appropriate manner, consistent with what it has been allocated for. Any misuse will be investigated and the school reserves the right to withdraw the Bursary money.

Signed (Student):

Date:

Signed (Parent or Carer named above):

Date:

Please note: Applications for 2023/24 should be returned by **Friday 15th September 2023**. Late applications will be considered; however, we cannot guarantee that monies will be available.

For Sixth Form use only:

Date Received: _____

Bursary Approved: Yes / No

Nominated Bursary / Discretionary Bursary

Authorised By:

Date:

Additional Notes: