



Chosen Hill School

16 – 19 BURSARY FUND

APPLICATION FORM

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16-19 BURSARY FUND APPLICATION FORM

LEARNING AGREEMENT

BACKGROUND

The bursary fund provides financial support to help Sixth Form students overcome the specific financial barriers to participation they face so they can remain in education. From September 2022, the way funds are allocated has been amended. This protocol is based on advice provided by the Government and sets out how Chosen Hill School will distribute the funds.

1. WHAT IS THE 16-19 BURSARY FUND?

The 16-19 Bursary fund is made available from the Government, to provide assistance to students whose access to, or completion of, education is inhibited by financial constraints or barriers.

2. ELIGIBILITY

2.1 Who is eligible to apply for 16-19 Bursary Funding?

Students following Government funded full-time or part-time courses, who are 16 years and over, and under 19 years of age on 31st August in the academic year in which they start their programme of study, who fulfil

the residency criteria in the *ESFA Funding Guidance for young people 2022/23*¹. To be eligible for funding, you must show evidence that you satisfy one or more of the following criteria:

- Being a young person in care.
- Being a care leaver.
- Being in direct receipt of Income Support or Universal Credit.
- Being a disabled young person in receipt of both Employment Support Allowance and Disability Living Allowance (or Personal Independence Payment).
- Being in receipt of Free School Meals.
- Providing evidence of financial hardship.
- Unaccompanied asylum seeking children.

2.2 Who is not eligible for 16-19 Bursary Funding?

- Students under 16 years of age or over 19 years of age on 31st August 2022.
- Students who do not meet the residency qualifications.
- Students who are citizens of EU (or European Economic Area (EEA)) countries (other than Irish citizens) who enter the UK after 31 December 2020 who cannot demonstrate that they are legally resident in the UK.
- Accompanied asylum seeking children.

3. WHAT CAN I SPEND MY BURSARY ON?

The bursary can be spent on the essential costs of participating in your study programme. This could include, but is not limited to, the following:

- Text books or other books related to your subjects (which are returnable to the school at the end of study programme).
- Stationery / revision aids (which are returnable to the school at the end of the study programme).
- Laptop, tablet, printer, ink, etc. (which are returnable to the school at the end of the study programme)
- School trips and visits
- School lunches (money will be added to your cashless catering account for use in the canteen)
- Equipment for your course.
- Transport costs – bus or train fares (with proof of costs incurred e.g. receipts, tickets, etc)
- Transport for university/job interviews

If you are unsure if something could be included or not, please ask Mrs Bowden in the Sixth Form.

3.1 How do I spend my bursary?

There are two ways to spend your bursary:

- **Ask the school to order the item for you and pay for it directly from your bursary.** Complete the “Bursary Order Form” and hand in to Mrs Bowden in the Sixth Form. The order will be placed and you will be contacted via your school email account when the item is available to collect.
- **Petty cash - For items under £20, you can claim cash or a refund via bank transfer.** Complete the “Petty Cash Form”, attach your receipt(s) and bring to Mrs Bowden in the Sixth Form. Remember to check before you buy your item that it is included in the list of approved items.

Reimbursements must be supported with documentary evidence of costs incurred e.g. receipts of purchase.

1

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1095259/16_to_19_funding_guidance_Regulations_2022_to_2023-Version_1a_FINAL_PUBLISHED_.pdf

Students must sign and return a declaration form (provided by the school) to confirm that the bursary will be used to support curriculum activities and resources.

3.2 Free School Meals

If you are currently eligible for free school meals, you can continue to take them without applying for the bursary. If your entitlement to free school meals has ended or due to end, and you believe you are still eligible, then you will need to reapply for them via the link found here: www.gloucestershire.gov.uk/freeschoolmeals

If you are not entitled to receive free school meals but have annual household income below £16,190, you may apply for bursary funding.

4. APPLICATIONS AND ASSESSMENT

4.1 How does the school assess applications and allocate 16-19 Bursary Funding?

Chosen Hill School will make every effort to ensure that all those entitled to bursaries receive such support. All students entering Sixth Form will receive information regarding the Bursary. Sixth Form students will be entitled to apply if they consider themselves eligible. Parent(s)/Carer(s) will be asked to provide evidence of household income as set out in the application form.

The 16-19 Bursary Fund is a limited fund. The school will prioritise allocation. There will be three priority groups, categorised as High, Medium or Low.

Applications cannot be made until a sixth form place has been confirmed and the student has commenced their studies as a Post-16 student.

All completed applications with the required supporting documentation should be handed to Mrs Bowden in the Sixth Form. Applications will be accepted throughout the year to allow for changes in students' family income. However, given the limited nature of the funding it cannot be guaranteed that in-year applications will all be successful. It is in the student's interest to apply promptly at the start of the year.

An application will not be assessed unless the details and documentary evidence required to prove of household income are complete.

Please note, for correctly completed applications, there is a possibility of no award or a limited award. Any bursaries awarded could be lower than requested or rejected.

Applications where **household income exceeds £25,521 per annum** will not be considered for support under this scheme. However, a **discretionary bursary/hardship fund** is available for those who are not eligible for the 16-19 Bursary. Parents/Carers/Students may approach the school for assistance at any time in case of hardship (including sudden or temporary circumstances); these cases will be dealt with on a case-by-case basis. Please contact either Mrs Jane Henry (Director of Sixth Form) or your Learning Mentor in confidence.

Funding Groups

4.2 Group 1: HIGH priority group

Students aged over 16 and under 19 on 31st August 2022, and who fall into one of the following categories:

- Are currently in care (as defined by Social Services)
- Are leaving or have recently left care
- Are in receipt of Universal Credit in their own name
- Are disabled and in receipt of both Employment Support Allowance and Disability Living Allowance (or Personal Independence Payments).

Eligible students in this group may be awarded a bursary of up to £1,200 to support with costs such as public transport, equipment, trips, school meals, books, etc.

4.3 Group 2: MEDIUM priority group

Students aged over 16 and under 19 on 31st August 2022, who:

- Are eligible for Free School Meals (even if not choosing to take them), **and**
- Have a gross annual household income of below £16,190.

Eligible students in this group will be entitled for funding (amount dependant on the number of eligible applications) to contribute towards the cost of transport, essential course equipment, trips, materials, books etc.

4.4 Group 3: LOW priority group

Students aged over 16 and under 19 on 31st August 2022, who:

- Are **not** eligible for Free School Meals, **and**
- Have a gross annual household income between £16,191 and £25,521.

Each application will be considered according to individual circumstances.

Eligible students in this group, will be eligible for funding (amount dependant on the number of eligible applications) to contribute towards the cost of public transport, essential course equipment, trips, materials, books etc.

Those in the Medium or Low priority groups will be eligible for funding based on the school allocation and subject to available funding.

5. CONDITIONS OF FUNDING

Please note:

- The School reserves the right to stop payments immediately should a student's behaviour become unacceptable.
- The School could request a full refund of any payments made should the student leave prior to the end of their studies.
- Funds are limited and will be allocated based only on the criteria above.
- Applications must be supported with sufficient proof of household income. Examples of acceptable proof of total household income are as follows:
 - Payslips covering the most recent three months
 - Universal credit award notices covering the most recent three months
 - Tax Credit Award Notification dated within the last three months
 - Housing Benefit and/or Council Tax Benefit documentation covering the most recent three months

- P45s dated within the last three months
- Guaranteed Pension Credit
- P60 dated within three months
- Certified evidence of self-employment income from the Inland Revenue
- Free School Meal eligibility
- If any the supporting documentation supplied is not sufficient to make an assessment, 3-6 month's of bank statements will be considered.

6. APPEALS

Students are entitled to appeal against the decision made in relation to their application for a Bursary or the withholding of payments. Students should write a letter of appeal to Mr Matthew Pauling. This will be forwarded for consideration by the Appeal Panel of the school.

7. FRAUD

Applicants' parents are responsible for providing true, accurate and complete information on total household income, and any other information that is relevant to their claim for financial support. Fraudulent claims for Bursary allocations will be treated very seriously. Students found to make fraudulent claims will be required to refund all payments and the police will be informed, with the possibility of the student and/or their family facing prosecution.

8. NOTES

This information is subject to final Government decision and the details may change.

Updated information, as it becomes available, will be posted on the school's website.

If you think you may be eligible for a bursary, please ensure that you have opened your own Bank or Building Society Account that can receive direct payments into it.

Please return the completed application form and a signed learning agreement to: Mrs Bowden (Sixth Form Administrator), Chosen Hill School, Brookfield Lane, Churchdown, Gloucestershire, GL3 2PL

Please retain these guidance notes for your records.



Chosen Hill School

16-19 Bursary Application Form: 2022 / 2023

Student

Applications cannot be made until a Sixth Form place has been confirmed and the student has commenced their studies as a post-16 student.
Proof of entitlement will be required to allow the processing of this form.

STUDENT DETAILS				
Last Name Family Name				
First Names				
Address				
Post Code		Date of Birth		
E-mail address				
Home Phone		Mobile Phone		
Refugee status (Yes/No)	Yes		No	
If you answered "Yes" to Refugee Status, are you Accompanied by a parent or Unaccompanied?	Accompanied		Unaccompanied	

BANK OR BUILDING SOCIETY DETAILS (STUDENT)	
<i>To receive payments, you must have a Bank or Building Society Account in your own name that will accept direct payments. If you do not have an Account, you need to open one before completing this form.</i>	
Name of Account Holder	
Name of Bank	
Branch	
Sort Code	
Account Number	
Roll Number (if a Building Society Account)	

CIRCUMSTANCES	
Please indicate the help you require by adding detailed information in appropriate boxes:	
Travel costs	
Essential course costs (books, equipment, materials etc.)	

Meals in school costs	
Other (please specify in full)	
Please tick all boxes above that apply to this application. Documentary evidence will be required to support the application. If your request relates to the use of equipment or books, you will be required to sign an agreement confirming that the items will be returned to the School after use.	

I certify that the information given above is true and accurate. I further understand that the School has the right to reclaim any funds and equipment costs, if I am found to have provided incorrect information or do not complete the course. I confirm that all relevant equipment, such as laptops and books, will be returned to the School at the end of my course.

Signature (Student)		Date	
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Parent / Carer

Prior to completing this form please read the guidance at the front of this document.
Proof of entitlement will be required to allow the processing of this form.

PARENT /CARER DETAILS		
Last Name Family Name		
First Names		
Address		
Post Code		
National Insurance No		
Home Phone		
Mobile Phone		
Email address		
Details of other family members:		
Name	Age (if 19 or under)	Relationship to applicant

INCOME DETAILS (FOR HOUSEHOLD)

1.a Student's Income to evidence Group 1: HIGH Priority Group

If you, the student, currently receive benefits please complete this section, if not please move on to section 1.b.

Please send the following, if applicable, as evidence of your income.

Type of Income	Yes/No	Evidence required
Universal Credit		3 most recent months Universal Credit award notices.
Income based Employment and Support Allowance (ESA)		An award letter which is less than 3 months old on the date of application
Disability Living Allowance (or Personal Independence Payments)		An award letter which is less than 3 months old on the date of application

1.b Household Income to evidence GROUP 2: MEDIUM Priority Group

Please indicate which of the following benefits/income that **your parents/carers** are currently in receipt of. Please send copies of the following, where applicable, as evidence of your income.

Free School Meal award letter (even if you choose not to receive the free meal).	Yes/No	New applications for free school meals can be made at any time. Telephone GCC on 01452 425434 or visit www.gloucestershire.gov.uk/freeschoolmeals for further information.
Type of Income	Yes/No	Evidence required
Working Tax Credit/Child Tax Credit		Tax Credit Award (TC602) showing that your total household income is below £16,190, dated within the last three months.
Universal Credit		3 most recent month's Universal Credit award notices – ensure all sections are shown (expanded out)
Other Benefits		Evidence of any other benefits you may receive such as housing, council tax, disability living allowance or pension credits (guaranteed credits only) covering the most recent three months.
Total Income from each job		Payslips covering the most recent three months. P45s and P60 dated within the last three months, if applicable.
Total income from self-employment		Certified evidence of self-employment income from the Inland Revenue and three month's of bank statements.
Declaration of totals for any other income (e.g. shares/investments, savings, rental income per year etc.)		

1.c Household Income to evidence GROUP 3: LOW Priority Group

Please indicate which of the following benefits/income that **your parents/carers** are currently in receipt of. Please send copies of the following, where applicable, as evidence of your income.

Type of Income	Yes/No	Evidence required
Working Tax Credit/Child Tax Credit		Tax Credit Award (TC602) showing that your total household income is below £16,190, dated within the last three months
Universal Credit		3 most recent month's Universal Credit award notices – ensure all sections are shown (expanded out)
Other Benefits		Evidence of any other benefits you may receive such as housing, council tax, disability living allowance or pension credits (guaranteed credits only) covering the most recent three months.
Total Income from each job		Payslips covering the most recent three months. P45s and P60 dated within the last three months, if applicable.
Total income from self-employment		Certified evidence of self-employment income from the Inland Revenue and three month's of bank statements.
Declaration of totals for any other income (e.g. shares/investments, savings, rental income per year etc.)		

This application for assistance from the 16-19 Bursary Fund is made under the priority group of:

HIGH		MEDIUM		LOW	
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I certify that the information given above is complete, true and accurate. I understand that the School has the right to reclaim any funds and equipment costs if I am found to have provided incorrect information. I confirm that all relevant equipment, such as laptops and books, will be returned to the School at the end of my child's course.

Signature (Parent/ Carer)		Date	
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Chosen Hill School

Learning Agreement for Bursary Students

The main aim of the 16-19 Bursary Fund is to support students financially in their further education studies. We, as a School, have a duty to ensure that students comply with the following criteria:

1. Students attend both registration and lessons and be in school from 8.25am to 3.05pm;
2. Students apply themselves to their studies particularly in regard to effort;
3. Students meet the deadlines set by individual subject staff;
4. Students conduct themselves in accordance with the Student Learning Agreement and expectations of the Sixth Form.

The Bursary payment will only be authorised after giving consideration to the following criteria:

- All your absences from school must be authorised by the school. In the case of appointments, driving tests, university visits, interviews, etc. you must notify the school in advance. If you are ill or organise an emergency morning appointment, you should telephone the school to notify us. Any holidays planned in term time will result in your payment being stopped, unless it is cleared by the School.
- You must catch up any work missed through absence. On the first day you return to school, it is your responsibility to talk with the relevant subject staff to ensure that you do not fall behind with your studies.
- You always come to school fully prepared for your classes, ensuring that you have with you the appropriate books and equipment for the class. All timetabled lessons must be attended.
- You have consistently maintained good standards of work and met course work requirements including completing homework by the appropriate deadlines.
- You have made a positive contribution to fulfilling any additional commitments, for example, work experience, community task, voluntary service, conference, field trips, sporting activities, etc.
- Your commitment to subjects is judged as good or excellent by all your subject teachers. This must be reflected in your Curriculum Monitoring. An unsatisfactory Attitude to Learning Grade will be deemed a failing criterion for the bursary payments.

I understand that failure to comply with the above will jeopardise my Bursary payment.

Student Name	
Learning Mentor Group	
Student Signature	
Date	