



## Dame Alice Owen's School

### SCHOOL POLICY

#### DISTRIBUTION OF THE 16-19 BURSARY FUND

Agreed by the Governing Body Curriculum Committee  
To be reviewed

February 2016  
Spring 2018

1. All students who meet the vulnerability criteria will receive the £1,200 annual bursary (either full or pro-rata, depending on the number of weeks attendance in the year).

Criteria are:

- receipt of Income Support;
- care leaver;
- in care;
- disabled student in receipt of both Employment Support Allowance and Disability Living Allowance.


Each bursary will be paid at the rate of £120 per month in 10 monthly payments in arrears. (2015-16).

#### 2. **Discretionary bursaries**


In keeping with current practice on financial support for school activities, Dame Alice Owen's School may provide 16-19 bursaries to support students whose parents are entitled to any of the following state benefits:

- free school meals
- Income Support
- Income-based Jobseeker's Allowance (now known as Universal Credit)
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided the parent is not entitled to Working Tax Credit and their annual income assessed by the Inland Revenue does not exceed £23,000
- The guaranteed element of State Pension Credit.


Parents will need to provide **2** of the following:

 Proof of entitlement to benefits being received

OR

 Most recent wage slip

**AND**

 Most recent bank statement

Please see Appendix 1 for details on how to apply and an application form.

### 3. Entitlement expectations

Students eligible for the 16-19 Bursary **must** meet the criteria of a 100% attendance, unless absence is authorised. If this criterion is not met payment will be forfeited for the whole period of absence.

### 4. Payment

When a student has met the criteria, he/she will need to submit a claim form each month itemising expenditure in relation to their studies. This can be travel to and from school, lunches, stationery, books, trips and other miscellaneous items. The value of the claim will be assessed by the Finance Officer and a maximum will be set depending on how many bursary students there are in the academic year who are making claims on the fund. The students will be required to provide receipts with their claim form.

The discretionary bursary will be paid each month directly in to the student's bank account where appropriate if the school cannot provide what is required "in kind".

The process of application and payments will remain confidential.

The above commitment will be cash limited based on the available funds allocated by the YPLA on an annual basis. A reserve will be maintained to cope with any unexpected claim in the academic year.

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## Appendix 1: guidelines on applying, and an application form



# Dame Alice Owen's School

The Dame Alice Owen Foundation 1613 - Trustees: The Worshipful Company of Brewers

## 16-19 Bursary Fund for Sixth Form Students – Application Form

### Part 1: STUDENT DETAILS

Forename	
Surname	
Date of Birth	
Home Address	
Postcode	
Telephone Home	
Mobile	
Email Address	

### Part 2: PARENT/GUARDIAN CONTACT DETAILS

Title	
Forename	
Surname	
Relationship	
Address	
Postcode	
Telephone Home	
Mobile	
Email Address	

**Part 3: HOUSEHOLD DETAILS**

*Please state who you live with and their relationship to you*

NAME	Relationship to you eg mother, father, brother, sister, partner etc	Age if under 16

**Part 4: CIRCUMSTANCES**

If any of the following circumstances apply to you, please tick the appropriate box:

- You are 16-19, live independently and claim Income Support
- You are looked after by the Local Authority
- You are a Care Leaver
- You are 16-19 and a parent and receive Income Support
- You are 16-19 and receive Income Support for any reason
- You are a disabled student

Please indicate the help you require by ticking the appropriate boxes:

- Travel costs
- Essential course costs (books, trips, equipment, uniform materials etc.)
- Meal costs
- Other (please specify)

Please tick all boxes that apply to this application. Documentary evidence will be required to support the above requests. Please let us know if you are/have been entitled to Free School Meals.

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. NB Please note that stationery items can be purchased economically from the Library Shop.

**Part 5: DECLARATION OF RESIDENCY**

I declare that I have been a resident of the UK for at least 3 years	
Signature of student	
Confirmed by school	

**Part 6: HOUSEHOLD INCOME DETAILS**

Please indicate which of the following benefits/income you/household are in receipt of currently. Please include evidence to support this income.

Type of Income	Yes/No	Evidence required
<b>A</b> Income Support		An award letter which is less than 3 months old on date of application
<b>B</b> Working Tax Credit/Child Tax credit		Pages 1-4 of your most recent Tax Credit Award
<b>C</b> Income-based Employment and Support Allowance (ESA)		An award letter which is less than 3 months old on date of application
<b>D</b> Other Benefits/Pensions (specify)		An award letter which is less than 3 months old on date of application
<b>E</b> Earned income with no additional benefits		Include last 3 monthly wage slips or last 6 weekly wage slips or 4 fortnightly wage slips
<b>F</b> Self-employed earnings with no additional benefits		Audited accounts or official tax return

**Applications where household income exceeds £23,000pa will not be considered for support under this scheme.**

**Part 7: PAYMENT DETAILS (BACS) Account must be in the sole name of the recipient**

Name of Bank	
Account Holder's Name	
Account Number	
Sort code	

**Part 8: DECLARATION**

I certify that the information given above is correct and understand 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 my course.

Signature of parent	
Signature of student	
Date	

**Part 9: Agreement to Terms and Conditions**

<p>The continuance of Bursary payments is subject to:-</p> <ul style="list-style-type: none"><li>• 100% attendance (with any absence authorised)</li><li>• A monthly expense form is submitted with receipts by the student</li></ul>	
<p>I accept the above terms:</p> <p>Signature of student</p>	

Please read the School policy on the Distribution of the 16-19 Bursary Fund in order to establish whether or not you are eligible to apply. Proof of entitlement will be required to allow the processing of this form. All claims must relate to a student's learning and be subject to funds available.

Please hand this form in to Mrs C Whiter, Sixth Form Manager in the SALC. If you need any additional information or help completing the application form, you can contact Mrs Whiter on 01707 622867 or email: [whiterc@damealiceowens.herts.sch.uk](mailto:whiterc@damealiceowens.herts.sch.uk)