

16-19 Bursary Fund Guide 2024-2025

The 16-19 Bursary Fund is a contribution to School related costs incurred by students. This bursary is provided to ensure that students who qualify are given a contribution towards some of the costs of study. Bursaries are based on acceptable behaviour and attendance. Should these fall below our expectations, bursary payments may be withheld or reduced. Application forms can be downloaded from the school website or collected from the Inscape reception. There are two bursaries available for students to apply for.

1. £1,200 Bursary

Students who fall within the following criteria may be eligible to receive a Bursary of up to £1,200 per year:

- Young people in care
- Care leavers
- Young people who live independently and receive Income Support or Universal Credit in their own right.
- Young people with a disability in receipt of both Employment Support Allowance **and** Disability Living Allowance or Personal Independence Payments.

2. Discretionary Bursary

Students who are not eligible for a full £1,200 Bursary may be eligible to receive a Discretionary based on evidence of the following criteria:

Students from a household where the income is below £25,000. The calculation is based on your monthly income.

The bursary is paid monthly by BACS transfer.

Evidence required

Please note we will not accept application forms where all the evidence and the bank details of the student are not attached.

The application form is attached and can also be downloaded from the school website or collected from Inscape reception. The student is responsible for providing appropriate evidence, for example:

- a) An up-to-date Tax Credit Award Notice (2024-2025)
- b) The three most recent months of Universal Credit statements (these can be obtained online)
- c) A letter setting out the benefit to which the student is entitled
- d) Written confirmation of the student's current or previous looked-after status from the relevant Local Authority
- e) Written confirmation that the student satisfies the government's residency criteria, if not already held by the school

Where behaviour or attendance falls below school expectations, this may result in the reduction or cancellation of the bursary payment

All students applying for any of the bursaries are required to have their **own bank account with proof of the account** (i.e. a current bank statement or bank card). Applications will not be accepted if the bank details are not submitted with the application form. **PLEASE NOTE WE CANNOT PAY THE BURSARY INTO PARENT'S ACCOUNTS.**

Discretionary Learner Support Fund application forms are also available throughout the year should students encounter financial difficulties at any point or require emergency funds.

ASSESSMENT AND PAYMENT OF BURSARIES

Except for students eligible for the £1,200 bursary, the school is free to determine which young people should be eligible to receive a Bursary, and how much they should receive. If a student is dissatisfied with the school's assessment for their Bursary, they can appeal in writing to the **Head of Education Business & Finance at sam.ofori@togethertrust.org.uk**

Applications will not be accepted without all relevant evidence. Although applications can be made at any point during the 2024-2025 Academic Year, the deadline for students to be able to receive retrospective back payments from the start of term is the **30th September 2024**

Any applications after this date will only be paid from the date we receive the application and will not be back paid.



Inscape House School 16-19 bursary application form

This form is for students applying for a 16-19 bursary. It will help assess which bursary, if any, the student will be eligible for.

Students should complete the form.

The declaration must be signed by both the student and their parent/carer to indicate that the information provided in the form is correct and up-to-date.

Section one – personal details

To be eligible for a bursary in the 2024/2025 academic year, students must be aged 16 – 19 years old.

| Personal details | |
|----------------------|------|
| Name: | |
| Date of birth: | Age: |
| Home address: | |
| Home telephone no: | |
| Mobile telephone no: | |
| Email address: | |
| Young offenders | |

Young offenders may be eligible for a bursary if they meet certain conditions. Please answer the following questions to determine your eligibility. If this section is not applicable, please go to section two.

| | | |
|--|------------------------------|-----------------------------|
| Are you serving a custodial sentence? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Have you been released from a custodial sentence on a temporary license? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Have you been remanded to a secure institution? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Section two – parental details

Please provide the details of one parent.

| | |
|--------------------------|--|
| Surname: | |
| Forename(s): | |
| Relationship to student: | |
| Home address: | |
| Home telephone no: | |
| Mobile telephone no: | |
| Work telephone no: | |
| Email address: | |

Section three – vulnerable bursaries

This section is for students who may be eligible for a vulnerable bursary of up to £1,200. If any of the below criteria apply, students are eligible to apply for a vulnerable bursary.

We assess each application on a case-by-case basis and eligibility does not entitle any student to receive the bursary. If a student is eligible for a vulnerable bursary, but we do not believe the student requires it, e.g. there are no financial needs, or financial needs are already met via alternative means, we may not allocate the student a bursary, or may offer a reduced amount of funding.

Please tick as appropriate. If you ticked 'No' to all these questions, please skip this section and go to section four.

| Vulnerable bursaries | | |
|-------------------------------|------------------------------|-----------------------------|
| Are you in care? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Are you a recent care leaver? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

| | | |
|--|------------------------------|-----------------------------|
| Are you receiving Income Support or Universal Credit as a result of supporting yourself financially or someone dependent on you and living with you, such as a child or partner? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Are you receiving Disability Living Allowance or Personal Independence Payments in your own right, as well as either Employment Support Allowance (ESA)* or Universal Credit? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Are you enrolled in a course which has a duration greater than 30 weeks? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

*Parents should be aware that if their child successfully applies for ESA, they as parents will be unable to continue to claim Child Benefit.

Evidence

If any of the above criteria apply, students must provide suitable evidence to support their application. Copies of this evidence will be retained for six years for auditing purposes.

Please provide evidence as follows:

- **In care or care leaver:** written confirmation, such as a letter or an email, of current or previous looked-after child status from the relevant local authority (the local authority that looks after them or provides their leaving care services)
- **In receipt of Income Support:** a copy of the Income Support award notice, which must evidence that the student is entitled to the benefit in their own right and confirm that the student can be in further education or training
- **In receipt of Universal Credit:** copies of the Universal Credit Award notice from the last **three months**, which must evidence that the student is entitled to the benefit in their own right, as well as additional documentation to confirm their independent status, e.g. a

tenancy agreement in the student's name, a Child Benefit receipt, a child's birth certificate or utility bills

- **In receipt of Universal Credit or ESA and Disability Living Allowance or Personal Independence Payments:** a copy of the Universal Credit or ESA award from the Department for Work and Pensions, as well as evidence of receipt of Disability Living Allowance or Personal Independence Payment

Section four – discretionary bursaries

This section is for students who may be eligible for a discretionary bursary. These will be allocated on different levels (1, 2 or 3) based on a student's needs. We assess applications for discretionary bursaries on a case-by-case basis. If a student's application is successful, we will decide the amount of funding allocated.

Household income will be considered alongside the other factors in this section to determine whether an L1 or L2 bursary may be awarded.

Please tick as appropriate.

| Household income and circumstances | | |
|---|------------------------------|-----------------------------|
| Are you aged 16 or over (and under the age of 19)? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Are you aged 19 or over and completing a course you began aged 16-18? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Are you aged 19 or over and have an EHC plan in place? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Are you under the age of 16 and following an accelerated study programme? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Do you live with only one parent? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Do you have a dependant sibling? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Are you a young carer? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Are you a parent? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Travel and course information | | |
| Do you live 8 or more miles away from the setting? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Does the Local Authority provide transport to school? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Section five – funding needs

Please fill out the table below to outline how much funding you require to cover each cost, and the length of time you require the funding for, e.g. six months of transport. We will use the information provided in this section alongside the information outlined in sections three and four to determine the outcome of the application.

| Funding needs | | |
|-------------------------|-----------------------------|------------------------|
| | How much will you need? (£) | How long for? (months) |
| Transport (per day): | | |
| Other (please specify): | | |

Section six – bank details

Please complete the table below with details of your bank account. This should be the student's own bank account, not the bank account of a parent. Payments can only be made to joint accounts where the student is the named account holder. Joint account holders must attach a current account statement to this form as evidence.

Students and parents should note that, should an application be successful, we will make in-kind payments wherever possible, e.g. in travel vouchers, books or equipment. Payments made directly to bank accounts will only be made where in-kind payments are not possible.

| Bank or building society details | |
|----------------------------------|--|
| Name of branch: | |
| Address of branch: | |
| Name of account holder: | |
| Account number: | |

| | |
|------------|--|
| Sort code: | |
|------------|--|

Section seven – important information

Dates for submitting applications

All applications for the bursary should be submitted to the setting by **30th September**. This will enable us to correctly and fairly assess the overall demand and distribute discretionary awards.

We understand, however, that some needs may arise throughout the academic year. There will be no cut-off date for any application, in order to ensure students' needs can be met throughout the academic year. Successful applications made after the 30th September will not be back-dates.

Wherever possible, however, applications should be submitted by the date outlined above so that funds can be distributed at the beginning of the next academic year.

Students and parents should note that we will review students' bursaries every year to ensure that they still require the support they receive.

Meeting attendance and behaviour expectations

For an application to be successful, all students must meet the agreed standards for attendance and behaviour set by the institution. Students must adhere to the **Student Code of Conduct** and **Behavioural Policy** and have a minimum attendance rate of **85** percent at timetabled lessons to continue to be eligible for a bursary.

Authorised absences will not affect a student's eligibility for the bursary. Vacation breaks and unauthorised absences are not permitted during school time and will affect their eligibility.

Students and parents should be aware of the impact that poor attendance and behaviour may have on eligibility for a bursary. Where there are concerns regarding attendance or behaviour, we may withhold further payments of the bursary. We will also stop payments where a student has been absent for a period of four consecutive weeks or more, excluding holidays or if there is evidence the student intends to return.

Before withholding any payments, we will consider the effect that this may have on students' individual circumstances.

Providing false information

Students and parents must be aware that any evidence provided to support this application must be valid. We have the right to investigate any false information supplied. We will stop further payments, and attempt to recover any past payments, where it is apparent that supplied information is misleading or fraudulent.

If significant fraud is identified, we will report this to the Education and Skills Funding Agency and may also report it to the police. Significant fraud involves the following:

- The amount of money is in excess of £1,200
- The particulars of the fraud are novel, unusual, systematic or complex
- There is likely to be great public interest due to the nature of the fraud or the people involved

Maintaining confidentiality

Any information given to the setting will only be used for the purpose of processing the student's application for a 16-19 bursary. The student's information, eligibility or application (whether successful or not) will not be shared with other students or staff members. Where we deem it necessary to share this information, we will only do so with the student's consent, unless the law permits us to do so without. We understand the need for maintaining confidentiality and appreciate that applications for the bursary are sensitive.

The setting has the duty to protect public funds that are handled by the school. The information provided in this form may be used to prevent and detect fraud. For the same reason, the information provided may be shared with third party organisations who handle public money. The student will be informed if their information is being shared, in accordance with the GDPR. The information will be held in accordance with storage requirements defined by the GDPR and will be held for as long as necessary.

Section eight – declaration

I confirm that the information provided in this application is accurate and correct. I understand that any incorrect information provided will lead to the rejection of the 16-19 bursary application. If any information presented in the form changes, I will inform the setting immediately to ensure funding is allocated correctly.

Name (student):

Signed:

Date:

Name (parent):

Signed:

Date:

For office use only

Fill in the table below as applicable and use the eligibility checklist to outline whether sufficient evidence has been received to support the student's application.

| For office use only | |
|----------------------------|--|
| Date received: | |

| | | |
|--|------------------------------|-----------------------------|
| Completed by (name): | | |
| Date of bursary review: | | |
| Has the student's application been accepted or declined? | | |
| Which bursary has been approved? | | |
| Reason for application being accepted or declined: | | |
| Is evidence present? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Eligibility checklist | | |
| Vulnerable bursaries only | | |
| In care or care leaver | | |
| Written confirmation of current or previous LAC status from relevant LA | | <input type="checkbox"/> |
| In receipt of Income Support | | |
| Copy of Income Support award notice – this includes evidence that the student is entitled to the benefit in their own right and confirms that the student can be in FE or training | | <input type="checkbox"/> |
| In receipt of Universal Credit | | |
| Copies of the Universal Credit Award notice from the last three months – this includes evidence that the student is entitled to the benefit in their own right | | <input type="checkbox"/> |
| Confirmation of the student's independent status, e.g. a tenancy agreement in the student's name, a Child Benefit receipt, a child's birth certificate or utility bills | | <input type="checkbox"/> |
| In receipt of Universal Credit or ESA and Disability Living Allowance or Personal Independence Payments | | |
| A copy of the Universal Credit or ESA award from DWP | | <input type="checkbox"/> |
| Evidence of receipt of Disability Living Allowance or Personal Independence Payment | | <input type="checkbox"/> |
| Discretionary bursaries only | | |
| Household income and circumstances | | |
| Evidence of household income at either L1 or L2 | | <input type="checkbox"/> |
| Evidence of living in a single-parent family | | <input type="checkbox"/> |

| | |
|---|--------------------------|
| Evidence of having a dependant sibling | <input type="checkbox"/> |
| Evidence of being a young carer | <input type="checkbox"/> |
| Evidence of being a parent | <input type="checkbox"/> |
| Evidence of being in receipt of FSM | <input type="checkbox"/> |
| Travel and course information | |
| Evidence of living 8 or more miles away from the setting | <input type="checkbox"/> |
| Evidence that the Local Authority will not provide transport | <input type="checkbox"/> |

Important information

Please refer to the enclosed 16-19 Bursary Fund Guide 2024-2025 for information

We will not accept any application that does not have the required evidence to assess the application.

Bank details of the student must be submitted with the application, please complete the Bank Account Details Form on the next page. When you submit your application bring your bank card or recent bank statement along with other supporting documents so that we can verify your bank details to ensure we have accuracy of the account number and sort code. The name on the account should match the student's name on the school system, please note we will only pay into a student's account, Parent's bank accounts will not be accepted.

We cannot accept any of the evidence by email it must be attached to the application form.

Applications must be submitted before **Monday 30th September 2024**. Any applications received after this date will be paid, if applicable, from the date received and will not be backdated.

We reserve the right not to accept application forms without the supporting evidence and/or bank details.

Checklist - Before submitting have you:

Fully completed the form.

Attached all required evidence.

Supplied bank details.

Signed the application form.

All information disclosed will be treated in the strictest of confidence.

Signature of Student: _____ Date: _____

Verified by: (Office use only) _____ Date: _____