



ILKLEY GRAMMAR SCHOOL

A MOORLANDS LEARNING TRUST SCHOOL

16-19 Discretionary Bursary

Application Form 2021/22

This form should be used by students when applying for a discretionary 16–19 bursary. Students should complete the form; however, the declaration should be signed by both the student and their parent/carer to indicate that the information given in the form is correct and up-to-date.

Student Personal Details

To be eligible for a discretionary bursary in the **2021/2022** academic year, students must be aged 16 or over, but under 19 at **31 August 2022**. If you are over the age of 19, you may be eligible for a discretionary bursary if you are completing a study programme you began when aged between 16 to 18, or if you have an EHCP.

Student Information			
Name:		Form:	
		Year group:	
Date of birth:		Age:	
Home address:			
Email address:			

Household Members

Include details for parents/carers living in the same household as yourself

	Parent/Carer	Parent/Carer
Surname:		
Forename(s):		
Relationship to student:		
Telephone no:		
Email address:		

Household Income and Circumstances

Discretionary bursaries will be allocated on different levels (L1, L2 or L3) based on a student's needs.

The school assesses each application on a case-by-case basis and eligibility **does not entitle any student** to receive the bursary.

Household income will be considered alongside the other factors in this section to determine whether an L1 (Free School Meals), L2 or L3 bursary may be awarded.

Please tick below any of the criteria that apply:

Household Income and Circumstances			
Are you over the age of 19 and completing a course you began aged 16-18?		Yes	No
Are you over the age of 19 and have an EHCP in place?		Yes	No
Do you live with only one parent/carer?		Yes	No
How many children under 18 live in the household at the same address, including yourself?			
Are you a young carer?		Yes	No
Are you a parent?		Yes	No
L1 discretionary bursary	Are you entitled to Free School Meals?	Yes	No
	<p>If Yes, you do not need to provide evidence of income</p> <p>If No, please indicate below the level of household income that applies</p>		
L2 discretionary bursary	Is the total household income below £20,817?*	Yes	No
L3 discretionary bursary	Is the total household income below £25,521?*	Yes	No

*Please provide, with this application, **original** supporting documentation showing the total household income, e.g. current tax credit letter (all pages); most recent 3 months' Universal Credit statements; most recent P60 or most recent 3 months' pay slips. The student should bring this documentation directly to the Finance Office on A floor, where it will be photocopied and returned directly to the student. Please do not send original documents in the post. The photocopied evidence will be held in strict confidence.

Funding Needs

Please complete the allocation of awards you would like support with. The school will use the information provided in all sections to determine whether your application is successful.

<u>Funding Requirements</u>		
Do you travel to school by bus?	Yes	No
If yes, how much is your daily/weekly/monthly bus pass? Please specify which of the above applies		
iPad/Laptop	Yes	No
School Dinners	Yes	No
Do you need any course related books and / or equipment for your course(s)?	Yes	No
If yes, what do you need and how much does it cost?		
<p>*Heads of Departments will need to confirm the above are required for your course before items can be purchased by school, this will be done by the Finance Office</p>		
<p>Other e.g. exam resits, university open days, UCAS application fee, travel for interviews: please specify below and indicate costs.</p>		

Bank details

Please complete the table below with details of **your** bank account – this should be **your own bank account**, not the bank account of a parent/carer.

Payments will be made in-kind wherever possible, such as meal credits. Payments will be made by BACS directly into bank accounts where in-kind payments are not possible or practical.

Bank or Building Society Details	
Name of bank:	
Address of branch:	
Name of account holder:	
Account number:	
Sort code:	
Ref No. if Building Society account:	

Important Information

Dates for submitting applications

All applications for the bursary should be submitted by **30 September** to enable the correct and fair assessment of overall demand and distribution of discretionary awards.

The school understands, however, that some needs may arise throughout the academic year. The school does not implement a cut-off date for any application, so we can ensure students' needs can be met during the academic year. Wherever possible, applications should be submitted by the date outlined above so that funds can be allocated at the beginning of the academic year.

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 school. Students must adhere to

- Attendance criteria of 95% or above
- No deadline/homework concerns
- All registration periods are attended punctually
- All timetable lessons and study periods are attended
- You are registered on role with IGS

If absences are authorised, this will not affect a student's eligibility for a bursary. Holidays and unauthorised absences are not permitted during school time and will affect eligibility to a bursary.

Poor attendance, punctuality or behaviour may impact on a student's eligibility for a bursary. Where there are concerns regarding attendance, punctuality or behaviour, the school may withhold further payments of the bursary.

In the event of a longer-term absence which results in attendance below 95%, the absence will need to be verified by a parent/carer and an appropriate medical professional.

Providing False Information

Students and parents/carers must be aware that any evidence provided to support this application must be valid. Where false information is supplied, the school has the right to investigate this. The school 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, the school will report this to the ESFA and may also report it to the police.

Maintaining Confidentiality

Any information given to the school will **only** be used for the purpose of processing your application for a 16-19 bursary. Your information, eligibility or application (whether successful or not) **will not** be shared with other students or staff members. Where the school deems it necessary to share this information, this will only be done with your **consent**, unless the law permits the school to do so.

The school understands the need for maintaining confidentiality and appreciates that applications for the bursary are sensitive.

The school 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. You will be informed if your 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.

Declaration

Please read the following declaration carefully before signing

- I declare that the statements made on this form are true and to the best of my knowledge and belief are correct in every respect.
- I undertake to supply any additional information that may be required to verify the particulars given.
- I understand that if I refuse to provide information relevant to my claim the application will not be accepted. I also undertake to inform the school, in writing, of any change to any of the information given.
- I agree to repay the school in full and immediately any sums advanced to me if
 - o the information I have given is shown to be false or deliberately misleading, or
 - o if the bursary is not used for the purposes that it is given.
- I am aware that the funding is for the current school year and that I must re-apply each year and that there is no guarantee that I will receive funding in future years.

Print Name (student):

Signed:

Date:

Print Name (parent/carer):

Signed:

Date:

**PLEASE COMPLETE THIS FORM AND HAND IT IN WITH ALL EVIDENCE TO
MRS HEYWORTH IN THE FINANCE OFFICE ON A FLOOR**

Office Use Only		
Date of Receipt of Application		
Application Form – All Sections Completed	Yes	No
Application Form - Signed by Parent/Carer and Student	Yes	No
Proof of Income Support		
Copy of Income Support award notice		
Copies of the Universal Credit Award notice from the last <u>three months</u>		
Copy of last P60 or Last 3 months wage slips		
Tax Credit Allocation		
Evidence of Self Employment Income		
All Evidence Correct and Received	Yes	No
Eligible for FSM L1		
Evidence of household income at either L2 or L3		
Financial Assessment completed by		
Date Agreed/Declined by Deputy Headteacher Post-16 and Personal Development		
If declined, reason for being declined		
Date Letter Sent to Student		