



ILKLEY GRAMMAR SCHOOL

A MOORLANDS LEARNING TRUST SCHOOL

16 – 19 Bursary for Students on Vulnerable Groups

Application Form 2022/23

This form should be used by students when applying for a vulnerable 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 vulnerable bursary in the **2022/2023** academic year, students must be aged 16 or over, but under 19 at **31 August 2023**. 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.

<u>Student Information</u>			
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

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

Vulnerable Criteria

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

Please indicate if any of the criteria below apply:

Vulnerable Bursaries		
Are you in care?	Yes	No
Are you a recent care leaver?	Yes	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?	Yes	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?	Yes	No

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

Evidence

If any of the above criteria apply, you must provide suitable evidence to support your application. Copies of this evidence will be retained, in strict confidence, for six years for auditing purposes.

Please provide evidence as follows:

- **In care/care leaver:** written confirmation, such as a letter or an email, of current or previous LAC status from the relevant LA (the LA that looks after the student 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 FE 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, children's birth certificate or utility bills.
- **In receipt of Universal Credit/ESA and Disability Living Allowance and Personal Independence Payments:** a copy of the Universal Credit or ESA award from DWP, as well as evidence of receipt of Disability Living Allowance or Personal Independence Payment.

Funding Needs

Please complete the allocation of awards you would like support with. The school will use the information provided in this section alongside the information outlined in section four to determine whether your application is successful.

Funding Requirements			
How do you travel to school?			
If you travel by public transport, how much is your daily/weekly/monthly bus pass? Is this cost full fare or using a 16 to 19 year-old photo card to enable half fare charges.* Please specify which of the above applies.			
Laptop	Yes	No	
School Dinners	Yes	No	
What are your subject choices?			
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. * Copies of travel/bus passes will need to be provided to the Finance Office.</p>			

Other e.g. exam resits, university open days, UCAS application fee, travel for interviews:
please specify below and indicate costs providing information wherever possible.

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/partner. Payments can only be made to joint accounts where the student is one of the named account holders. **You must attach a current account statement to this form as evidence if you are a joint account holder.**

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, however, 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
In care/care leaver		
Written confirmation of current or previous LAC status from relevant LA		
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		
In receipt of Universal Credit		
Copies of the Universal Credit Award notice from the last <u>three months</u> – this includes evidence that the student is entitled to the benefit in their own right		
Confirmation of the student's independent status, e.g. a tenancy agreement in the student's name, child benefit receipt, children's birth certificate or utility bills		
In receipt of Universal Credit/ESA and Disability Living Allowance and PIP		
A copy of the Universal Credit or ESA award from DWP		
Evidence of receipt of Disability Living Allowance or PIP		
All Evidence Correct and Received	Yes	No
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		