



St. Martin's School
Sixth Form Bursary Scheme
2024-25

St. Martin's School Sixth Form Bursary 2024-25 Application form and guidance

INTRODUCTION

- PRIOR TO COMPLETING THIS FORM PLEASE READ THE GUIDANCE NOTES AT THE BACK OF THIS FORM
- PLEASE COMPLETE THIS FORM IN CAPITALS AND IN BLACK INK
- PLEASE ENSURE THE APPLICATION IS COMPLETE WITH ALL RELEVANT, ORIGINAL SUPPORTING EVIDENCE BEFORE SUBMITTING IT

Student Personal Details

Surname/Family Name:			
First Names:			
Date of Birth		Age on 01/09/2024	
Address			
Post Code			
Contact Number			
Contact email address			

Right of abode:	Have you lived in the country for at least 3 years	<input type="checkbox"/>
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Are you:	Male <input type="checkbox"/>	Female <input type="checkbox"/>
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Do you have any long standing illness or disability?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(Longstanding means anything that has troubled you over a period of time or that is likely to affect you over a period of time)		
If yes, does this illness or disability limit your activities in any way?		
Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Are you:

White – British	<input type="checkbox"/>	Asian or Asian British – Indian	<input type="checkbox"/>
White – Irish	<input type="checkbox"/>	Asian or Asian British – Pakistani	<input type="checkbox"/>
White – Any other background	<input type="checkbox"/>	Asian or Asian British – Bangladeshi	<input type="checkbox"/>
Mixed – White and Black Caribbean background	<input type="checkbox"/>	Asian or Asian British – Any other Asian	<input type="checkbox"/>
Mixed – White and Black African	<input type="checkbox"/>	Black or Black British – Caribbean	<input type="checkbox"/>
Mixed – Any other Mixed background	<input type="checkbox"/>	Black or Black British – African	<input type="checkbox"/>
Chinese background	<input type="checkbox"/>	Black or Black British – Any other Black	<input type="checkbox"/>
Any other Ethnic background	<input type="checkbox"/>		

Course details

Which courses are you studying?

Student Bank or Building Society Details

To receive payments, you must have a bank account in your own name that will accept BACS payments. If you do not have a bank account, you need to open one before completing this form.

Name of Account Holder	
Name of Bank e.g. HSBC	
Branch e.g. City Centre	
Sort Code (6 digits only)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Account Number (8 digits only)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Application for Bursary

Students aged under 19 on 31/08/24 and who fall into one of the following categories may be eligible for a Bursary.

Students aged 19 or over are eligible to receive a discretionary bursary if they:

- Are continuing on a study programme they began aged 16 to 18 (19+ continuers, or
- Have an education, health, and care (EHC) plan

These groups of aged 19+ students can receive a discretionary bursary while they continue to attend education (in the case of a 19+ continuer, this must be the same programme they started before they turned 19), as long as their eligibility continues, and the need remains for support to continue their participation. Students aged 19 or over are not eligible for bursaries for vulnerable groups.

Please refer to the Guidance Notes and tick as appropriate. All supporting evidence must be submitted in original format, with this application.

(Please tick where appropriate)

The vulnerable bursary ☐

The discretionary bursary ☐

Supporting Evidence

The vulnerable bursary

Are currently in care, including unaccompanied asylum seeking child	
Are leaving or have recently left care	
Are in receipt of Income Support or Universal Credit in their own name	
Are in receipt of both Employment Support Allowance or Universal Credit and Disability Living Allowance or Personal Independence Payments	

The discretionary bursary

Claiming Free School Meals: to apply https://www.cloudforedu.org.uk/ofsm/ofsm-east/	
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Discretionary Bursary Criteria

Your household income is one of the criteria, which will help us to assess your application. If your total household income exceeds £35,000 per annum, you may not be eligible for a Bursary payment.

Please tick to indicate what type of evidence you have provided. If you cannot provide evidence then we cannot process your application for bursary payments.

P60	<input type="checkbox"/>	Income Support/Universal Credit (recent award letter)	<input type="checkbox"/>	Full TCAN Notice	<input type="checkbox"/>
Self-employed earnings (official tax return)	<input type="checkbox"/>	Other benefits/pension (award letter)	<input type="checkbox"/>	Wage slips for household	<input type="checkbox"/>
Evidence from Home Office of accompaniment	<input type="checkbox"/>	Universal credit (3 months recent statements)	<input type="checkbox"/>		

Please list the names of the household members and relationship to learner:
(We require evidence of income of **ANY** persons residing at the learners address)

Name	Relationship to Learner
1)	
2)	
3)	
4)	

Use of Bursary Funds

- The predominance of funds will be allocated to study support in the form of tutors, trips and resources.
- A maximum of £200 will be allocated to clothing purchases. Please do not purchase before permission is given. Students in exceptional circumstances may be granted more than the allocated £200.
- Travel may be subsidised as agreed.
- In addition to obtaining permission to make any purchases, receipts should also be provided. Failure to do so may mean that money will not be refunded.
- Meals- students who do not qualify for FSM can use bursary funding for meals. The funding will be equal to the amount given by the academy for FSM.

I declare that all information given on this form is to the best of my knowledge correct in every respect and I undertake to inform St. Martin's School of any changes in the information given concerning my circumstances.

St. Martin's School is under a duty to protect the public funds it administers and to this end may use the information you have provided on this form within St. Martin's School for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes. If you knowingly provide misleading or false information you may be liable to prosecution.

Student

Signature _____ Print name _____ Date _____

Parent/ Guardian

Signature _____ Print name _____ Date _____

Please return the completed form and signed bursary contract to the Finance Office by the date stated in the guidance notes with the relevant evidence attached.

ST. MARTIN'S SCHOOL SIXTH FORM BURSARY CONTRACT 2024-25

STUDENT NAME: _____
(PLEASE PRINT)

TUTOR GROUP: _____

If your bursary application is approved, you will be paid as outlined in the guidance notes which should be read in conjunction with this application form. In order for you to receive this bursary you need to meet the attendance and behaviour policy of St. Martin's School Sixth Form as detailed on the website. In addition, the following conditions apply:

- you will attend a minimum of 93% of lessons as detailed on your timetable across the full month. Any payment may be stopped if attendance falls below the required minimum.
- you will be punctual to all lessons and register your attendance
- you will follow the school's absence procedure
- you will meet all action points as set by your subject teachers
- you will meet all deadlines as set by your subject teachers
- you will attend any examinations you are entered for
- you agree to the conditions for receipt of a bursary

I have read this information and understand the content. I confirm that the details on this application form are true and accurate. If my circumstances change I will inform my Head of Sixth Form/ Deputy Head of Year immediately and understand that this may affect future payments.

Student

Signature _____ **Print name** _____ **Date** _____

Parent/ Guardian

Signature _____ **Print name** _____ **Date** _____

GUIDANCE NOTES

What is the 16 to 19 school bursary scheme?

16 to 19 bursary schemes were introduced to provide financial help to young people aged 16 to 19 who face financial barriers to participating in education or training, provided they meet agreed standards of attendance and behaviour.

Who is eligible for the bursary scheme?

St. Martin's Sixth Form offers two types of bursary. You can only apply for one type, depending on your personal circumstances.

The vulnerable bursary

To be eligible for the vulnerable bursary you must meet **all four** of the following conditions:

1. be starting Year 12 or 13 in September 2024
2. be aged between 16 and 18 on 31 August 2024
3. belong to one of the following groups and have identifiable financial needs:
 - young person in care, including unaccompanied asylum seeking child
 - young care leaver; or
 - be receiving income support or universal credit in own right; or
 - be receiving Employment Support Allowance and are also in receipt of Disability Living Allowance or Personal Independence Payments
4. must meet the residency criteria in ESFA funding regulations

The discretionary bursary

To be eligible for the discretionary bursary you must meet **all four** of the following conditions:

1. be starting Year 12 or 13 in September 2024
2. be aged between 16 and 18 on 31 August 2024
3. living in a household with an annual income below £35,000 before tax and national insurance or, received free school meals in year 11 and would be eligible now, and have identifiable financial needs
4. must meet the residency criteria in ESFA funding regulations

Financial support is dependent on supplying requested evidence of income, meeting agreed attendance and behaviour criteria and is at the discretion the Bursary Panel. This is comprised of a Senior Leader, Business Manager and Head of Sixth Form.

How much money will I get?

If you are eligible for the vulnerable bursary you will be entitled to up to £1,200 which will be held by your academy and released to you for specific educational reasons. An agreed monthly amount may be paid into your bank account for travel or other relevant regular expenses.

If you are eligible for the discretionary bursary you will not be allocated a specific amount but your needs will be discussed with the Head of Sixth Form. This money will be used to support your educational studies. Students should not presume that funds will be released and must always ensure the 'costs' will be agreed before any payment is made.

Receipts must be provided for purchases before payment can be made.

What can I use the bursary for?

The bursary is to help with costs related to your studies, for example transport, books and equipment, educational visits and other costs associated with your course. The bursary can also be used for transport costs associated with up to 3 university interviews and open days; pre-approval must be sought.

The awards will be dependent on good behaviour, adherence to the sixth form code of conduct and 93% attendance. Please note that the school has been allocated only a small amount for this Bursary Scheme and therefore funds are limited.

Are there any conditions attached to the scheme?

You will be expected to:

- have a good attendance. You will not be eligible for the bursary if your attendance falls below the minimum requirements. Payments will not be backdated.
- be punctual to the academy every day
- attend all lessons
- meet academic targets and
- adhere to the expectations placed on all Sixth Form students.

How do I apply?

1. Complete the attached application form and contract.
2. Attach evidence of your financial or living situation to support your application. Photocopies are accepted, but if original documents are sent please provide a SAE.
3. Give the application to the Finance Office.

When do I need to apply by and how will I hear the outcome?

The deadline for applying is 4 October 2024; *please* retain any public transport travel receipts/evidence in the meantime. All applications will be considered by the Bursary Panel. We will consider late applications but will consider these after we have processed all the applications received on time. It is unlikely that late applicants will get your payments at the same time as everyone who applied on time.

We will write to everyone who applies to tell you the outcome of your application.

We will also contact you if we need more information from you to process your application.

If household circumstances change during the academic year, please contact the Head of Sixth Form regarding completing a bursary application.

What should I do if I'm not happy with your decision?

Appeals against the decision must be made in writing to the Headteacher within 5 working days of receipt of the bursary notification.

When will I be able to start using funds?

When your application is approved, you can arrange to discuss the use with the Head of Sixth Form. Your Head of Sixth Form will be able to advise you on the process.

How will you pay me?

Bursary payments can be made into your own bank account by a process called BACS transfer. It is essential that you have a bank account in your name as payments can only be made into your own account via a bank transfer. Payments will be made within 10 working days of submission of claims/evidence of spend to the finance office.

It is important that you make sure that your bank or building society is able to accept BACS transfer before you provide your bank account details. Post Office accounts and some Credit Unions do not accept BACS payments.

Bursary money will be issued as discussed with your Head of Sixth Form. **You will need to complete the request to spend bursary form and get it authorised prior to making a purchase.** You will also need to provide receipts as proof of purchase. **Failure to adhere to the correct procedure could lead to purchases not being refunded.** The form will be available from your Sixth Form student officer. Wherever possible purchasing should be carried out for the school finance team rather than the student.

How long will I receive payments for?

As long as you are adhering to all the conditions as stated in this document you will continue to be able to use your bursary allocation as agreed.

Who do I contact if I have any questions?

Speak to the Head of Sixth Form

Where can I get more information on 16 to 19 bursary schemes?

General information on bursary schemes is available on the Direct.Gov website – <https://www.gov.uk/1619-bursary-fund>
[16 to 19 Bursary Fund guide 2024 to 2025 academic year - GOV.UK \(www.gov.uk\)](#)

What happens if my financial or living circumstances change?

If you have a change of personal circumstances such as a change of address or household income, you must let us know immediately in writing.

If you change your bank account details you must also write to us immediately. We will need to check your signature against your original application so we can only accept changes to banking details received by post.

If you leave school before completing your course, your payments will be stopped.

Bursary Use – please indicate the areas for potential support:

	Please tick as appropriate
Books/equipment	
Additional course costs, e.g. trips	
Public Transport	
Meals (FSM application required)	
Exam re-sit fees	
UCAS registration	
University open days/interview costs	
Clothing/shoes- please specify: (£200 limit per academic year)	
Uniform/equipment for vocational courses (please specify)	
Other (please specify):	

Assessment and Approval 2024-25

FOR OFFICE USE ONLY

Learner Name:	D.O.B:
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Eligibility – please tick appropriate box (✓)

Vulnerable Bursary		<ul style="list-style-type: none"> Those young people who receive income support/universal credit in your own right Care Leavers or young people who are looked after children Disabled young people in receipt of both Employment Support Allowance and Disability Living Allowance/PIP
Discretionary Bursary		<ul style="list-style-type: none"> Young people facing financial barriers to participation in further education. Agreed standards of behaviour and attendance should be met.
Free Meals		<ul style="list-style-type: none"> Young people who qualify under the Guidance Rules and whose household is in receipt of one of the benefits criteria listed.

Evidence provided checked by: _____ **Date:** _____

Assistance Requested	Assistance Granted ✓
Travel- Public transport costs will be reimbursed retrospectively where the tickets cover relevant periods. Other expenses need to be agreed by the Bursary Panel.	
Meals: Free school meal lunch allowance £2.65 per day. Must be purchased from sixth form/school's catering outlets	
Appropriate Clothing- to suit training and placement requirements.	
Equipment- No computers or laptops to be purchased for individual students.	
Study Support-	
Educational Visits and Trips- (including University visits)	
Any other	
NOTE - Must fall within guide amounts	

Signed: _____

Date: _____

Name: _____

Position: _____