

ST MARTIN'S
Sixth Form

Bursary Scheme

St Martin's School Bursary Scheme

Who is eligible for a bursary under the St Martin's School Scheme?

To qualify you must be aged under 19 on the 31st of August in the academic year in which you start your programme of study and a legal resident of the UK or registered asylum seeker. There are three levels of St Martin's School Bursary and you can apply for **ONE** only:

Level 1: Those most in need, such as young people in care, care leavers, young people receiving income support and disabled young people receiving both Employment Support Allowance and Disability Living Allowance can apply for a bursary of £1,200 per year. In some circumstances it may be possible to apply for additional discretionary funding. The claim form should be completed for this purpose.

Level 2: This bursary can be allocated to students who need support to overcome financial barriers that might prevent them continuing in full time education. This bursary is for students who received Free School Meals in Year 11 and/or are eligible for Free School Meals in the Sixth Form and students who were Pupil Premium students in Year 11. They will receive a bursary for identified and agreed costs outlined in the application process.

Level 3: This level of bursary is for those students with a financial need who do not fall into the above categories. This is a match-funded bursary in that the School will pay up to 50% of costs depending on the funds available. Applications must state what the identifiable financial need is and evidence provided to support this. The criteria for any support are that the total household income from all sources must be no more than **£25,000pa** and that no other income is available from another household to support the student. Documentary evidence is required.

The awards are dependent on good behaviour, adherence to the Sixth Form contract and good attendance. It should be noted that the School has been allocated limited funds for this Bursary Scheme. Please also note that the School may purchase rail or bus tickets on behalf of students if the Bursary is to cover transport costs.

What can the money be spent on?

The money is for the books, meals, transport or other course-related costs needed to help a young person stay in education. The Claim Form should be completed to give details of assistance requested

How will the award be paid?

In **most** circumstances the bursary amount will be paid into the student's bank account. The student will be asked to complete a form by the Finance Department for this purpose. Payments might be termly amount, two weekly or a one-off payment, depending on the claim. Students will be notified via their school email account when to go to the Finance Office to complete a form. In some cases for reimbursement of items already purchased students may be asked to provide receipts.

If I am in one of the eligible groups what evidence will St Martin's need to see?

If you are receiving State Benefits you can provide a letter from the Department of Work and Pensions setting out the benefit you are entitled to. If you are in care or a care leaver, the local authority will be able to provide a letter for the school, college, or training provider confirming this. If you have any other financial income you will need to show documentary evidence for level 2 and 3 bursaries evidence relating to Free School Meal (Level 2) eligibility and household income.

Advice on bank accounts

Students aged 16 are able to open a basic bank account, which is offered by 16 members of the British Bankers Association. The basic bank account will allow for receipt of the bursary, including by cashless means, and will allow funds to be withdrawn via ATMs as well as via standing orders and direct debits where necessary.

- Most bursary are now mainly paid into the student's bank account. They will be asked to complete a form by Finance Department for this purpose, giving details of the student's bank account.
- Payments should not be made into another person's account, except in exceptional circumstances where a student is unable to administer their own account.
- Payments may be made to a joint account, as long as the student is one of the account holders.
- If a student has a Post Office account, it should be noted that these accounts do not accept payments by BACs (electronic bank transfers).
- If a student has a Credit Union account, the student should check with the Credit Union that it will receive payments made by BACs.

How do I apply?

You should apply to **Mrs Wallis, Sixth Form Administrator**, by **Monday 17 September 2018**. The Bursary Committee (as laid out below) will then meet to assess your claim. They will also meet in January to review existing awards and assess any new claims or changes to household circumstances.

Please use the forms attached to this policy and remember to include evidence to support your application. You will need to complete: Application Form, Household Financial Declaration Form, Student Bursary Claim Form AND the Declaration by Student and Parent(s).

What happens to my application?
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The Bursary Committee

Our Bursary Committee for the academic 2018-19 comprises of Mrs S Howells (Head of Sixth Form), Mr J Beddow (Head of Key Stage 5) Mrs J Page (Head of Years 12 & 13), Mrs A Pessell (School Bursar) and a School Governor. Mrs Wallis will prepare agendas and take minutes.

The Bursary Committee will meet on Friday 21 September 2018, (with reviews if needed in January 2019), to assess each claim and authorise payments. Payments will be made to LEVEL 1 students after the Committee have met in September in three instalments: initial first payment (50% of bursary) followed by payments in January (25% of Bursary) and May (25% of Bursary).

Applications that are approved and a Bursary awarded will be monitored and evaluated throughout the year and reports given to the Bursary Committee regarding students' attendance, punctuality and behaviour. **A Bursary award can be withdrawn at any time if a student fails to meet the criteria for attendance, punctuality and behaviour.**

St Martin's School may choose to pay the bursary as a cash payment or provide 'in kind' support, for example, by purchasing equipment that eligible students need for particular courses. Transport costs may be bought by the School i.e. bus or rail tickets rather than allocating cash payments. If appropriate, travel receipts will be required in order for the student to be reimbursed.

NB The bursary payment to schools is a fixed sum and not on a per student basis. St Martin's School will vary the amounts of its bursaries to deal fairly with the numbers of eligible students in the Sixth Form and the requirements of individual applications.

Bursary Application Form

Name:	Form:
Date of Birth:	
Address: (including postcode)	Student Mobile No: Home Tel No: Parent Tel No:

Bursary Applied for (tick one box only)

Level 1 For **students** in care, care learners, **students** receiving Income Support or Universal Credit and disabled young people receiving both Employment Support Allowance and Disability Living Allowance or Personal Independence Payments.

Level 2 For students who received Free School Meals in Year 11 and/or are eligible for Free School Meals in the Sixth form and previous Pupil Premium students with identifiable financial needs. Please state what the identifiable financial needs are here and give details on the Student Bursary Claim Form:

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Level 3 For students who can demonstrate considerable identifiable financial need. Please note that this level is a match funded bursary. Please state what the identifiable financial needs are here and give details on the Student Bursary Claim Form:

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Please note evidence should be attached to support your application. If no evidence is appended the application will be refused automatically.

If you are successful in your application we will need the **Student** bank details. Please confirm bank account number, sort code and address:

Sort code..... Account no.....

Bank details/address.....

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Please read and sign the declaration overleaf and return this form together with documentary evidence in a sealed envelope to Mrs Wallis marked 'Confidential'.

Declaration by Student and Parent(s)

Student

- I understand that if I do not behave well, fail to adhere to the Sixth Form contract/code or do not attend on a regular basis then my Bursary will be withdrawn without notice.
- If I leave the Sixth Form at any time within 4 weeks of a Bursary being awarded/paid then I will repay the funds given to me.
- I have completed the Student Bursary Claim Form.

Parent

- I agree to my application being scrutinised by the Bursary Committee, whose decision is final and not subject to any appeals process.
- I confirm that I have completed the Household Financial Declaration Form and Application Form and provided appropriate documentary evidence. I can confirm that no other income or financial support is available from another household to support the student.

I confirm that:

- The information I have given is, to my knowledge true and correct and St Martin's School may seek to confirm any details I have given.
- I understand there will be a delay in any funds being released if the application form has not been correctly completed or appropriate evidence of income has not been supplied.

Data Protection Act:

I understand that:

The data contained on this form will be held on file for six years and that St Martin's School may make enquiries about the validity of the information provided on this form from other central and/or local government bodies, as deemed appropriate by the school.

For the full details on how we use your personal information please see our online privacy notice <https://www.st-martins.essex.sch.uk/privacynotice> or call 01277 238366 if you are unable to gain access to the internet.

The School has a duty to protect the public funds it administers and to this end may use the information provided on this form within this Authority for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes.

Student signatureParent's signature.....Date.....

Completion by School Staff:

Name:..... Position.....

Signature..... Date:.....