



## **Hylands School**

In partnership with The Kemnal Academies Trust

**16-19 Bursary Scheme 2016/17**

# Hylands School 16-19 Bursary Scheme

**Important information for all Year 12 and 13 students and their parents/guardians/carers**

## **Introduction**

The 16-19 Bursary Scheme was introduced in 2011/12 to replace the government funded and administered EMA (Educational Maintenance Allowance) scheme. 2011/12 was a transition year where students in Year 13 continued to receive partial payment under the EMA scheme and Year 12 students were entitled to apply to their individual school for financial support through the new 16-19 Bursary scheme. Each School or College with a 6<sup>th</sup> form will receive a bursary allocation from central government based upon previous years' roll numbers and number of students entitled to and receiving Free School Meals. Award, allocation, and administration of funds is now the responsibility of individual schools. Academy schools may devise their own scheme terms and conditions provided the outline terms benefit those most in need and meet Education Funding Agency recommendations.

## **Who will be eligible for a bursary in the Hylands 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 6<sup>th</sup> form study and a legal resident of the UK or a registered asylum seeker. There will be three levels of Hylands' bursary and you can apply for **ONE** only:

### **Level 1**

- \* young people in care, including unaccompanied asylum-seeking children
- \* young care leavers
- \* young people in receipt of Income Support or the equivalent Universal Credit (UC) in their own right
- \* young people receiving both Disability Living Allowance (or new Personal Independence Payments) and Employment and Support Allowance (ESA) (or Universal Credit as a replacement for ESA) in their own right.

### **Level 2**

This bursary is for students in Year 12 or Year 13 who are eligible for Free School Meals in Sixth Form. They will receive a bursary of £20 per week term time (38 weeks per annum) for identified and agreed costs outlined in the application process. Should entitlement to Free School Meals cease, the Level 2 bursary will also cease. Application for Level 3, below, could be made should this arise.

### **Level 3**

This level of bursary is for those students with a financial need who do not fall into the above categories. Students may apply for a weekly payment of £10 per week during term time (38 weeks per annum) provided their entitlement and family income circumstances remain unchanged.

**\*Students may also apply for short term financial support during times of unexpected hardship or change in circumstances. Where these circumstances arise, students should in the first instance appraise the Director of Sixth Form and Business Manager.**

All applications must clearly state what the identifiable financial need is and provide evidence to support this. The criteria for **any** level of support is that the total **household** income **must not exceed £20,000 per annum** and that **no** other income is available from another household to support the student. Evidence of income and benefits will be required from all family members.

**N.B Should evidence come to light which identifies household income has not been fully and accurately declared, the school reserves the right to immediately withdraw future payment for the duration of years 12/13 and to claim back any bursary funding already paid to you. It is your responsibility to notify us of any change in circumstances or finances.**

All bursary awards will be dependent on high standards of behaviour, full adherence to the sixth form contract and good attendance. Hylands School reserve the right to withdraw payment where it is deemed these conditions have been breached, this may be a temporary withdrawal or for the duration of Year 12/13 according to the severity of the breach.

Bursary payments are made directly to students **not** to their parents or carers. Payments from Hylands School will be made half-termly in arrears by cheque payable to the individual student. On occasion, very exceptional circumstances may allow for earlier payment.

#### **What can the money be spent on?**

The allowance is for; books, meals, transport or other course-related costs needed to help a young person stay in full time education. It may also be used to fund visits to Universities.

#### **If I am in one of the eligible groups what evidence will my school need to see?**

Entitlement to benefits can be proven by providing a copy of Department of Work and Pensions Statement of Benefits, or a suitable letter from DWP outlining entitlement. All evidence must be dated within the current tax year.

#### **If you are in care or a care leaver, the Local Authority will be able to provide a letter for the school confirming this.**

If you have any other financial needs you will need to provide original documentary evidence as to why you need financial support for Level 2 and 3 Bursaries. As Free School Meal entitlement is now administered by Hylands School, it is not necessary to provide evidence of this since our internal records will confirm entitlement.

#### **N.B Parents are positively encouraged to apply for Free School Meals for their children where they are entitled, as a higher level of bursary may be approved in conjunction with this entitlement.**

#### **Free School Meals criteria – do you qualify?**

Parents or guardians receiving the following benefits can apply:

- Income Support
- Jobseekers Allowance (Income Based)
- Income Related Employment & Support Allowance
- Child Tax Credit with an annual taxable income of less than £16,190, however you will not normally be eligible for Free School Meals if you receive any amount of Working Tax Credit.
- Pension Guarantee Credit

Application for Free School Meals should be made using our schools' application form to the School Office or via our website. The decision to award Free School Meals now lies with individual schools, and is self-administered. Annual evidence of income and benefits must also be provided for awards to continue.

#### **How do I apply for a Hylands School 16-19 Bursary award?**

You should apply to the school office as soon as possible after admission in September but **by Monday 10<sup>th</sup> October 2016 at the latest**. Use the Application Form attached to this policy and remember to include evidence to support your application.

#### **What happens to my application form?**

Hylands School Remissions Panel comprises of the Director of 6<sup>th</sup> Form and Business Manager.

The School Remissions Panel will review applications in October, February and May to assess each claim and authorise payments half-termly in arrears. Payments will be made to successful students after the Panel have considered their application. It is not necessary for successful students to reapply each term, application should be made at the start of Year 12 and then **again at the start of Year 13**. Applications approved will be monitored and evaluated throughout the year and reports provided to the Remissions Panel. The grant may be withdrawn at any time a student fails to meet the criteria.

Hylands may choose to pay the bursary as a cash payment or provide 'in kind' support, for example, by bulk 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 payment.



# Hylands School 16-19 Bursary Application Form

Name .....

Form.....

Date of Birth.....

Address (including postcode)

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.....  
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Home telephone no.....

Student mobile no.....

Parent mobile no.....

Bursary Applied for (tick one box only)

Level 1  For students in care, care leavers, unaccompanied asylum seeking students, students receiving Income Support or Universal Credit in their own right, students receiving both Employment Support Allowance **and** Disability Living Allowance in their own right (or Personal Independence Payments)

Level 2  For students who are entitled to and receiving Free School Meals at Hylands School with identifiable financial needs. Please state what the identifiable financial needs are here:  
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.....  
.....

Level 3  For students who can demonstrate considerable identifiable financial need. Please state what the identifiable financial needs are here (household income must not exceed £20,000):  
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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.

**Please read and sign the declaration overleaf and return with your application and documentary evidence in a sealed envelope to the School Office marked 'Confidential' and for the attention of Hylands School Business Manager.**

**Declaration by student and parent(s)**

- I agree to my application being scrutinised by the Remissions Committee, whose decision is final and not subject to any appeals process.
- I understand that if I do not behave well, fail to adhere to the Sixth Form contract/code or my attendance is poor then my bursary payment may be withdrawn without notice.
- I confirm that, for level 2 and 3 Bursaries, no other income or financial support is available from another household to support the student.
- 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 confirm that:**

The information I have given is, to my knowledge true and correct and Hylands 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 seven years and that Hylands 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.

I hereby consent to the disclosure of any information sought in accordance with the application for the purposes of the Data Protection Act 1998.

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 signature:

Parent(s) signature:

Date:

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**Completion by School Staff:**

Name:

Position:

Date:

Signature: