



Complete and return to Sixth form Office



Highfields Sixth Form 16-19 Bursary Fund Application Form 2020/2021

(Please see 'Financial Support for students 2020-21')

All applications must be received by Wednesday 30 September 2020

(Applications received after this date might not be considered)

Section 1: Student Details

Surname / Family Name:	
First Names:	
Date of Birth:	
Address:	
Postcode:	
E-mail address:	
Home phone no:	
Mobile phone no:	

Payments are made into a Bank Account in the student applicants name (not his or her parents). So in order to receive payments, the student must have a bank account in his / her own name

To be completed by the student:

If you live separately from your parents/guardian, or if you live in foster care or accommodation provided by the local authority, or if you are a care leaver, please tick the following box, and we will get back to you for the evidence required. You may be entitled to a larger bursary.

If you are receiving any Governmental allowances or benefits in **your name**, please tick here, and we will get back to you for the evidence required. You may be entitled to a larger bursary.



Complete and return to Sixth form Office



Section 2: Household Income Details

This section should be completed by the student's parent(s)/carer(s)

Total Household income

Total household income refers to the total of all income and benefits, including income from pensions.

(Please circle level of total household income):

Under £16,190	£16,191-20,000	£20,001-25,000	£25,001-30,000
----------------------	-----------------------	-----------------------	-----------------------

Household income under £16,190

If your household income is under £16,190, you should apply online to the Council for Free School Meals. Do this by searching online for 'Derbyshire Free School Meals'. There is an online application to fill out. If you are successful in that application, then you do not need to provide us with any further evidence. We will then pay the student the full bursary (and in addition the student will be able to get free school meals – because of the fingerprint payment system at school, no one else will know but the student that they are not paying for the meal). You do not need to provide further information, but please sign the Declaration in Section 3.

If any of your children currently receive Free School Meals, then you will not need to provide further evidence, but you must sign the declaration below and also complete the section 3 declaration:

'I confirm that (name of student) currently receives Free School Meals from Derbyshire County Council, and nothing has changed in our Total Household Income since our application for Free School Meals which would mean we are no longer eligible for Free School Meals'.

Household income between £16,191 and £30,000

Evidence required to show total household income.

You must give us copies or the originals of one or more of the following:

With this application form, I am sending to school (please tick):

- **P60** for tax year 2019-20
- or **payslip** for the last week/month in tax year
- **Universal Credit Award Notice** – please supply the **3 most recent monthly award statements**



Complete and return to Sixth form Office



- or verified Self-Assessment Forms from the tax office (if self-employed)
- and/or details of any benefits or allowances received (including pensions) – (These could include but not exclusively: **Income Support, Income-based Job Seekers Allowance, Employment Support Allowance, Child Tax Credit, Working Tax Credit, Disability Living Allowance, Housing Benefit or Carers Allowance**)

You must show us the letter of Entitlement or Award for the benefits/allowance for 2019-20

I have added together all the income (including pensions income) and all the benefits that our household receives, and the total is: (please complete)

Total Household Income is:

£

Section 3: Declaration

Please read the declaration below carefully before signing:

I confirm that the details on this application are true and accurate. I undertake to supply any additional information that may be required to support this application. I understand that if I refuse or am unable to supply information relevant to this claim the application cannot be considered. I also undertake to inform the school of any change in circumstances in writing. I agree to repay the school in full and immediately any sums advanced if the information I have given is shown to be false or deliberately misleading. I am aware that the funding covers only this school year and that I must re-apply for any further funding. I am aware there is no guarantee that funding will be received for future years even if the student is eligible for the current year.

Name:
(please print)

Signature:

Date:

Privacy notice:

The information that you provide on this form will be used to assess student eligibility for a 16-19 Bursary payment and treated in the strictest confidence. This information may be shared with other organisations for administration and statistical purposes: these could include the Young People's Learning Agency for England, the DFE and DCC. Highfields School is registered under the Data Protection Act 1998.

Please return this form complete with original documents to Sixth Form Office. Once confirmed, documentation will be returned.

Financial Support for Students 2020-21



Complete and return to Sixth form Office



The following information applies to students aged 16 to 18 on 31 August 2020 taking a full-time further education course in 2020-21.

1. Guaranteed Awards

The government has announced that some students will be entitled to a grant or bursary of £1,200 per year. This will apply to students who fall into the following categories: (pro rata for courses lasting less than 30 weeks a year)

- Students living in care
- Students who are care leavers
- Students who are in receipt of income support in their own right
- Students who are responsible for a child of their own
- Students who are disabled and receiving both Employment Support Allowance and Disability Living Allowance

2. 16-19 Bursary Fund

This is a discretionary award targeted at students outside of the categories identified above. School will prioritise allocation but all cases will be subject to the following conditions:

- Attendance in the previous half-term must be at least 95%
- The student must not have been placed on an Action Plan following poor effort grades in their Assessment Profile or as a result of referrals by subject staff.

Highfields School 16-19 Bursary Fund Scheme

The Bursary scheme will be split into two areas of funding: 'Discretionary' and 'Hardship'. In order to assess eligibility under the scheme school will be entitled to ask for evidence of household income or benefits received, (e.g. a letter from HMRC or DWP, P60's, Income Support, Tax Credit notifications, Universal Credit etc.) if the student is not on the Free School Meals register

- **'Discretionary Bursaries'** fall into two categories: Those who are entitled to Free School Meals and those whose gross annual household income falls below £30,000.
 - The bursary is to pay for items which support the student's education and progression (for example course equipment, curriculum based school trips, courses, open day trip visit costs etc.) or school food/bus fares. Further details will follow once a bursary is agreed, about how and when costs will be reimbursed, and what evidence will be required (e.g. receipts).
- **'Hardship' bursaries** may be paid in exceptional circumstances to students experiencing particular financial hardship during their studies. These will be assessed on a case by case basis and the provision of actual support or its level cannot be guaranteed. Support may be paid to the student in cash, directly into their bank account, or may be in the form of a 'payment in kind' e.g. provision of textbooks, subsidy towards a trip or payment of transport costs.

The operation of the 'discretionary' and 'hardship' elements of the Highfields School 16-19 Bursary Scheme will be reviewed throughout the year and may be subject to change in the



Complete and return to Sixth form Office



future. Eligibility for payments from the Scheme will be re-assessed in each year of the student's programme of study.

Appeals: The decision to allocate a grant/ bursary will be made solely on the criteria outlined. If you wish to appeal this decision it must be made in writing to Mr Flett in the first instance, students will need to be able to prove eligibility for the grant/ bursary. If you are then still not satisfied you will be able to follow the school's complaints procedure.