

Maplesden Noakes School 16 to 19 Bursary 2016-17



Introduction

Students in the Sixth Form, who are in need of some minor financial support, can apply to the School's 16 -19 Bursary Fund. This is a fund which has been allocated directly, by the Government, to individual schools to administer. The amount of funding available is limited and therefore, we are committed to distributing bursaries to those students with the greatest need.

The Application Process

Students who are enrolled in the Sixth Form should apply using the application form available on the website or from the Sixth Form Administrator, in the academic year for which the bursary will be applicable.

In order to support students as quickly as possible the initial deadline for receipt of applications is Friday 16th September 2016 and students are strongly advised to meet this deadline wherever possible. Applications at other times of the year will be accepted as we recognise that any sixth form student's circumstances may change over the course of the academic year. These later applications will be subject to funds available at the time.

All supporting documentation must be submitted with the application form and the form must be signed by the student to acknowledge confirmation that the student agrees to the terms and conditions of the Bursary and to confirm that all the information provided within the application form is accurate and true.

If a student's circumstances change during the academic year, they should see the Sixth Form Administrator in the first instance. The applications will be assessed on an individual needs basis and bursaries will be awarded based on the greatest need (within the funding allocation categories as advised below), during the week commencing Monday Friday 23rd September 2016. Applicants will be informed, in writing, of the decision no later than by the end of the following week.

Eligibility

To be eligible to receive a bursary the student must be aged under 19 on 31st August in the academic year in which they start their programme of study and must satisfy EFA residency rules. For all bursaries, documentation to confirm residency must be provided (a valid passport, residency documentation or birth certificate).

To continue to receive a bursary the student must satisfy the following conditions:

- Students should maintain a lesson attendance of at least 90%. Students who fall below this figure will be put on notice to improve.
- Students must abide by the terms of the Sixth Form expectations, culture and ethos
- Students overall attitude to learning must be considered positive.

Failure to meet these conditions may result in the bursary being withdrawn.

Payment

The level of each discretionary bursary will be determined once all applications have been assessed to ensure that the total disbursed remains within the allocation from the Education Funding Agency. Payments will be made, by BACS transfer to the student as outlined below. If the student does not have a bank account then they will need to open one before applying for the Bursary.

To remain eligible for the payment of the bursary, students must meet the criteria determined by the School unless the reasons for not meeting the criteria have been agreed and authorised by the School. At the end of each term a review will be made of attendance, punctuality, behaviour and effort and adjustments may be made to the next allocation. Students will be informed of any adjustment in writing.

There are 2 types of Bursary Payment –

Level	How much	Who is eligible	Evidence required
Vulnerable	Up to a maximum of £1200 BACS transfer to the student's bank account on a fortnightly basis.	<ol style="list-style-type: none">1.Students in care where their living costs are not fully met or covered, care leavers, including unaccompanied asylum-seeking children.2.Young care leavers3.Students in receipt of income support or the equivalent Universal Credit (UC) in their own right4.Disabled students in receipt of Employment Support Allowance (ESA) (or Universal Credit as a replacement for ESA) in their own right. <p><i>Note to students: You do not have to live independently of your parents; you can claim ESA or UC in your own right but your parents will not be able to claim Child Benefit if you are successful with being awarded a Vulnerable Bursary.</i></p>	Written confirmation of current, or previous, Looked-After status from the Local Authority or a letter setting out the benefit to which the student is entitled.
Discretionary	Each application will be considered on an individual basis.	<ol style="list-style-type: none">1.Generally, students who are in receipt of Free School Meals (FSM) or means tested benefits although this is not an automatic entitlement.2. Students who do not receive FSM, but who live, on a permanent basis, in a household that is in receipt of means tested benefits.	<ol style="list-style-type: none">1. Evidence will not be required to be sent as the school will already have received confirmation from the Local Authority.2. The following documents relating to the previous tax year should be submitted with the application by the parents or carers of the student who is applying for the award:<ul style="list-style-type: none">• P60 or Tax Credit Award Notice (if employed)• Evidence of income related benefits from Dept of Work and Pension

		<p>3. Students who face extreme, or unexpected financial hardship.</p>	<ul style="list-style-type: none"> • Letter from Jobcentre Plus confirming benefits received • SA302 or certified accounts if self-employed • Current Council Tax bill • Student's passport <p>The number of dependent children within the household will also be taken into account.</p> <p>3. This will be assessed on an individual basis and can often be due to circumstance which have changed throughout the academic year.</p>
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Students are encouraged to apply for a Bursary as soon as possible after admission in September. If a student leaves at any time during the course of the year the payments will cease immediately. Continued payments depend upon the student continuing to meet the conditions of the Bursary.

Specific Educational Purposes include the following: Costs of transport, Books and equipment, Educational trips. A contribution towards the costs will be made for those students who apply and are successful in receiving a Bursary.

Appeals

The school will follow its complaints procedure when responding to students and parents appeals.