



St. Joseph's Sixth Form student guidance for an application for an award from the Bursary Fund 2018/19

The 16-19 Bursary fund is designed to help support those young people who face the greatest barriers to continuing in education or training, post 16. Bursary funds are to be used to help pay for the costs related to participation in full-time education, such as the costs of transport, equipment, books, travel, exam costs, trips and visits. Some payments may be applied for, on an ad hoc nature, to cover expensive school trips etc but each will be looked at on an individual basis.

Payment will be monthly in arrears by cheque. Payment may be withheld if you do not comply with the school's expectations on:

- Behaviour
- Progress
- Attendance
- Punctuality

There are two types of Bursary:

Nominated Bursary

The following nominated groups are eligible to receive a bursary of £1,200 a year:

- students in care
- students who are care leavers
- students in receipt of Income Support in their own right
- students who are in temporary accommodation
- disabled students in receipt of both Employment Support Allowance and Disability Living Allowance or Personal Independence Payments

Discretionary Bursary

The following discretionary group are eligible to receive a bursary of up to £400 per year:

The discretionary bursaries are for young people facing significant financial barriers to participation in education. They are administered at the discretion of the Head of Sixth Form.

- Students who have family earnings* of less than £30,000 are eligible to receive some financial support from the bursary.
- Those students with a significant barrier to learning (*such as a student who:*
 - *Has SEND*
 - *Is on the vulnerable student list*
- Students whose families have a significant number of dependents (*3 or more children in the household*)
- Students with significant distance to travel to school (*who use public transport and travel at least 3 miles to school*).
- *Students with parents who have an IVA or similar.*

*your total household income that must be evidenced by official documentation.

Evidence

All information provided in this Section will remain confidential. **Evidence of your eligibility for the Nominated Bursary and for the Discretionary Bursary must be sent with this application.** In most cases your parent(s)/carers(s) Tax Credit Award Notice 2017/2018 should be sufficient for the Discretionary Bursary. In the absence of a tax credit notice please refer to other forms of evidence. We may request further evidence from you.

Please enter the amount you consider your household income to be in the box below, together with any other information we should know. Please attach original paper evidence to your application.

Qualifying Documentary Evidence

- Income Support
- Income Based Jobseeker's Allowance
- Asylum Seeker
- Child Tax Credit / Guaranteed Pension Credit
- Income Related Employment Support Allowance
- Your parent/guardian's pay slip

Income Support

Please supply all pages of the letter from DWP / Jobcentre Plus dated within the previous four months (including the first page with your name and address details on).

Income Based Jobseeker's Allowance

Please supply all pages of a letter showing the breakdown of Jobseeker's Allowance dated within four months (to include the first page with your name and address details on and the page that states that your Jobseeker's Allowance is Income Based).

National Asylum Seekers Support Scheme

Please supply a recent copy of your NASS letter.

Child Tax Credit / Pension Credit (income less than £18,500)

Please supply a copy of your Inland Revenue tax credit award notice for the current financial year (TC602) or a copy of your M1000 Pension Credit Award Notice (dated within the last four months) which clearly shows that you are in receipt of the Guaranteed Element of the State Pension Credit.

Income Related Employment Support Allowance

Please supply all pages of the letter from DWP / Jobcentre Plus dated within the previous for months (including the first page with your name and address details on).