



Chelmsford County High School for Girls  
16 - 19 Bursary Fund Application



# **Chelmsford County High School for Girls**

## **Government**

### **16-19**

# **Bursary Scheme**

**January 2021**



## Chelmsford County High School for Girls 16 - 19 Bursary Fund Application

The Government 16 -19 Bursary Scheme is intended to assist students to continue in full time education, and will be managed internally by the school.

Please note that all applications for a bursary must state evidence of need in the application form below, including a list of specific items that you will need to purchase and an estimate of the cost of each of these items. Once applications have been assessed, those who are successful will be required to provide to the Finance department a monthly expenditure report together with receipts for purchases made. Further information on how to provide this information will be made available to successful applicants when they are notified of their successful application. In certain circumstances the school will purchase items on behalf of students.

The bursary money allocated to successful students must only be spent on the following:

- Course related equipment or activities (such as school trips)
- Food during the school day
- Travel to and from school

Any bursary money not spent on the above must be repaid to the school at the end of the bursary period. (For January 2021 this will be repaid at the end of August 2021).

The school reserves the right to ask at the end of Year 13 for the return of books or equipment purchased with bursary money; this right may be exercised when a student, having completed their courses, has no further use for specific books or items.

### **Who will be eligible for a bursary in the Government Scheme?**

There are two ways in which you may qualify for a bursary:

- 1. Students in defined vulnerable groups.** Students in defined vulnerable groups are eligible for a bursary of up to £1,200 per year provided that they can demonstrate need for the money. These groups are:
  - a. Students in care.**
  - b. Students who are care leavers.**
  - c. Students receiving Income Support or Universal Credit because they are financially supporting themselves and someone who is dependent on them and living with them such as a child or partner.**
  - d. Students receiving Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right.**

**Any student in one of these categories should notify the Head of Sixth Form and provide a statement outlining their need for a bursary payment of a sum up to £1,200.**



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- 2. Students whose financial situation is such that they need assistance to meet the costs of transport, meals, books, uniform, school trips, instrumental music lessons, sports fixtures and suchlike are eligible to apply for a 'Discretionary Bursary'.**

To qualify for a Discretionary Bursary, 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. In addition to the bursary for 'defined vulnerable groups' (Level 1) there are **two** levels of discretionary bursary and you may only apply for **ONE**:

**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 up to £1,200 per year as noted above.

**Level 2.** This bursary can be allocated to students who need support to overcome financial barriers which might prevent them continuing in full time education. This bursary is for students who received Free School Meals in Year 11 and continue to be eligible for Free School Meals in the Sixth Form. See the Free School Meals Qualifying Criteria later in this document.

**Level 3.** This level of bursary is for students with a financial need who do not fall into the above categories.

The criterion for any support at Level 2 or Level 3 is a total household income of less than £26,500 p.a., with no additional income available from another household to support the student. Documentary evidence is required. The Committee has the discretion to review/approve applications where the household income exceeds our threshold by up to 5%.

The awards will be dependent on adherence to the Sixth Form Contract, excellent attendance (a minimum attendance of 90% will be expected, with all absence properly authorised), as well as excellent application and conduct.

**N.B. The money which covers bursary payment to schools for discretionary bursaries is a fixed sum and our allocation does not change on a per student basis. CCHS may have to vary the amounts of these bursaries to deal fairly with the numbers of eligible students in the Sixth Form. The school is entitled to retain a proportion of the fund to allow emergency payments to be made to students during the year.**

**If I am in one of the eligible groups, what evidence will the School need to see?**

If you are receiving Income Support in your own right, you should 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 confirming this. If you have any other financial needs, you will need to provide documentary evidence of your need for financial support for level 2 and 3 bursaries.

Evidence relating to Free School Meal eligibility and household income will be required.



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### **Free School Meals Qualifying Criteria**

The children of parents or guardians receiving the following benefits are eligible for Free School Meals:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided you are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on: paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit-if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get).

Children who get paid these benefits directly, instead of through a parent or guardian, can also get free school meals.

### **How Will the Payments Be Made?**

Payments will normally be made directly to students' own bank accounts by bank transfer. However the school may make payments in kind. 'In kind' payments may include the purchase of travel passes or the purchase of a specific piece of equipment for a student to use. Any equipment so purchased will remain the property of the school and should be returned to the school on the completion of the student's Sixth Form studies.

The school will normally make payments on a regular basis throughout the bursary period rather than as a lump sum.

### **How Should I Apply?**

You should apply to the Sixth Form Administration Office as soon as possible. The closing date for January application is Friday January 29<sup>th</sup> 2021.

The Government Bursary Scheme Allocation Panel will sit in early February to assess each claim and authorise payments. The Allocation Panel will comprise the Headteacher, the Head of Sixth Form, the Business Manager and a member of the Governing Body.

Each year Bursary payments are made to students after the Panel has met in October (one third of the annual fund) and February (two thirds of the annual fund). Students whose applications are approved will be monitored and evaluated throughout the year and reports given to the Government Bursary Scheme Allocation Panel regarding students failing to meet the conditions of the grant.





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Level 3:

For students who can demonstrate considerable financial need. Please state your specific identifiable financial needs below and include an estimate of the cost of each of these items eg: Textbooks (£X), travel (£X per week), trips (£X for Geography trip) etc. Please see page 1 for examples of what you are allowed to purchase with bursary money. **Applications will not be considered if the following is not completed.**

Item	Estimate of cost

**Please note evidence should be attached to support your application. If no evidence is included the application will be refused automatically. Recent bank statements for three consecutive months must be included in addition to all other evidence supplied. If bank statements are not supplied alongside the other evidence, they will be requested before the application can be assessed.**

**Please read and sign the declaration overleaf and return this form together with documentary evidence in a sealed envelope, marked 'Confidential', to the Sixth Form Administration Office.**

Prior to completing this form please read the guidance notes.

**STUDENT DETAILS (to be completed by the student)**

Surname:..... First Names:.....

Address:..... Form Group:.....

..... Date of Birth:.....

..... Email address:.....

..... Telephone:.....

Postcode:..... Mobile:.....

Do you receive free school meals?    Yes                      No



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Details of the student's bank account to which payments should be made:

Name on Account:.....Account number: .....Sort Code:.....

*I confirm that the details are true and accurate.*

Signature:.....(student)                      Date:.....

Prior to completing this form please read the guidance notes at the back of this document.  
**Proof of entitlement will be required to allow the processing of this form.**

**PARENT/CARER DETAILS (to be completed by the parent/carer)**

Surname:..... First Names:.....  
Address:..... Form Group:.....  
..... Date of Birth:.....  
..... Email address:.....  
..... Telephone:.....  
Postcode:..... Mobile:.....

**FINANCIAL INFORMATION**

*All household income must be declared in the table below.* Please complete the table fully, writing N/A if you do not receive one of the credits/allowances listed and please include amounts and evidence of how household income is calculated. **Please be aware that household income is the income of all adults living at the property - step-parents, carer, partners and co-habitees.**

**DECLARATION BY STUDENT AND PARENT/CARER**

I agree to my application being scrutinised by the Government Bursary Scheme Allocation Panel, whose decision is final and not subject to an appeals process.

I understand that if I do not behave well, fail to adhere to the Sixth Form contract/code, do not meet the expected attendance level or have any unauthorised absence, my Bursary 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.



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	<i>Weekly Payment</i>	<i>4 weekly Payment</i>	<i>Monthly Payment</i>	Evidence submitted Please tick
1. Child Tax Credit				
2. Working Tax Credit				
3. Income Support				
4. Housing Allowance				
5. Jobseekers Allowance				
6. Pension Guarantee Credit				
7. Child Benefits				
8. Income Related Employment & Support Allowance				
9. Maintenance Payments				
10. Bursary Support				
11. Any other income not previously declared (please specify) e.g. PIP				
12. Basic salary or wages				
13. Total household income				
<b>14. Total annual household income for the year:</b>				<b>Per Year</b>

*The above table must be completed in full before your application can be assessed.*

If I leave the Sixth Form at any time within 4 weeks of a Bursary being awarded/paid, I will repay the funds given to me.

I confirm that the information I have given is, to my knowledge, true and correct and that Chelmsford County High School may seek to confirm any details I have given.

I understand that 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.



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**Data Protection Act:**

**I understand that:**

The data contained on this form will be held on file for seven years and that Chelmsford County High 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 and the General Data Protection Regulation May 2018.

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 Signature:

Date:

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