



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



Chelmsford County High School for Girls

Government

16-19

Bursary Scheme

September 2023



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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, books, or activities (such as school trips)
- Food during the school day
- Travel to and from school
- School uniform

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 Deputy Head (Pastoral) or the Assistant Head (Community, Enrichment and Opportunity) 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 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 £30,000 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%.

All awards are made on an actual needs basis, so you will need itemise each resource for which you are requesting funding, although this can be flexible during the year as new unforeseen needs arise.

Please note that all applications are treated with strict confidentiality.

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 on receipt of expenditure evidence, 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 autumn applications is Friday 15th September 2023. Please note that this is not a final deadline for applications for the year, this date is to allow us to process new applications as soon as possible, any student that has a change in circumstance or requires financial support at any point during their time in the Sixth Form is still encouraged to apply.

The Government Bursary Scheme Allocation Panel will sit in late September to assess each claim and authorise payments. The Allocation Panel will comprise the Headteacher, the Deputy Head (Pastoral), the Assistant Head (Community, Enrichment and Opportunity), and the Business Manager.

Each year Bursary payments are made to students throughout the year after the Panel has met in September. Students who become eligible for the bursary during the year (or who think



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that a change in circumstances may render them eligible should contact either the Deputy Head (Pastoral) or the Assistant Head (Community, Enrichment and Opportunity). 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.

For Level 1 bursaries you should contact the Deputy Head (Pastoral) or the Assistant Head (Community, Enrichment and Opportunity) and attach a statement of need outlining the use to which you would put funds up to the ceiling of £1,200. Please include a specific list of what you are likely to spend the money on and an estimate of the cost of each item. Please note the information on page 1 of this application form which sets out examples of what you are allowed to purchase with bursary money.

For Level 2 and Level 3 discretionary bursaries you will need to complete the Application Form attached to this policy and provide supporting documentary evidence. Please return in a sealed envelope marked 'Confidential' to the Sixth Form Administration Office.

If an application for a discretionary bursary is not successful there is no reason why you may not reapply in the future if your circumstances change. Any change need not be large.

If any information on the application form or given to the School in support of the application is later found to be falsified, the School will seek a full refund of any bursary grants made and the appropriate authorities will be informed.



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Please note:

This application for assistance from the 16 - 19 Bursary Fund is assessed under the priority group of *(Please tick one box only)*:

Level 2:

For students who received Free School Meals in Year 11 with identifiable financial needs. Please state your specific identifiable financial needs below and include an estimate of the cost of each of these items eg: Textbooks/resources (£X), travel (£X per week), trips (£X for Geography trip), stationery (£X), uniform (£X) 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

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/resources (£X), travel (£X per week), trips (£X for Geography trip), stationery (£X), uniform (£X) 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 that 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.



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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

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:.....



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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.

	<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				
14. Total annual household income for the year:				Per Year



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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.

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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