

**Statement on the Administration and Distribution of the 16-19 Bursary Fund Scheme 2021 - 2022**

The 16 – 19 bursary fund aims to help ensure every young person can participate in and benefit from a place in 16 – 19 education.

Students from defined vulnerable groups or those experiencing financial disadvantages and/or the greatest course-related costs will receive support from the fund.

Bursary payments are intended to meet participation-related costs only (e.g. transport, exam re-sits, educational visits, books and equipment, university open day visits and interviews) and will be targeted at individual students.

A contingency fund will be retained to meet the needs of students whose financial circumstances change during the year.

The school will manage the number and size of discretionary bursaries in order to keep within the budget of the funds available.

Eligibility

To be eligible to receive a bursary in 2020/21 academic year you must be aged 16 or over and under 19 on 31 August 2021.

You must be ordinarily resident in the United Kingdom.

You must be participating in a 6th form course at Kineton High School which lasts for 30 weeks or more.

The fund has two elements:

* A **guaranteed** bursary of £1200 per year for young people in the following defined vulnerable groups:
  + In care
  + Care leavers
  + Young people in receipt of Income Support or Universal Credit in their own right
  + Disabled young people in receipt of both Employment Support Allowance and Disability Living Allowance or Personal Independence Payments.
* **Discretionary awards** made by the school to young people in ways that best fit their needs and circumstances and which are targeted at those who face financial barriers to participation.

The school has based its assessment criteria for eligibility for a discretionary bursary on the needs and circumstances of our young people and subject to equalities legislation, as follows:

* Students currently eligible for free school meals and whose family income is below £16190 per year
* Students previously eligible for free school meals and whose family income is below £16190 per year
* Students from households on incomes less than £20000 per year
* Students from households on incomes less than £25000 per year
* Any other circumstances which may lead to barriers to participation e.g young carers, sudden financial hardship, number of siblings etc

**If you think you may be entitled to either a vulnerable student or discretionary bursary please complete the attached application form and return with accompanying documentation to the Head of Sixth Form no later than Monday 8 October 2020.**

*All information received will be treated in strictest confidence and copies of evidence of eligibility will be retained and stored securely for audit purposes.*

**If your circumstances change during the year and you suddenly fall into the criteria above, you may apply for assistance at any time.**

Assessment and payment of bursaries

Receipt of both vulnerable student and discretionary bursaries will be conditional on you meeting the following agreed standards:

* At least 95% attendance, no unauthorised absence and minimal lateness
* Making at least satisfactory progress and completing course requirements
* Adherence to the Kineton High School Code of Conduct

These will be made clear on the application form and must be agreed to by the signature of the student.

Using the criteria above, a decision panel (comprising the Head of 6th Form and the School Business Manager) will meet and assess your individual need for financial support based on your circumstances, the family income evidence supplied, the participation costs being claimed and the funds available. You will be notified in writing of the award decision made by Friday 12 October 2020. Awards will normally be paid to you in termly instalments. This will be made clear to you when confirming the award.

If you wish to appeal against the decision please follow the school’s complaints procedure available on request from the Headteacher’s PA. Any appeal should be lodged by Friday 19 October 2020.

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| 16-19 BURSARY FUND APPLICATION FORM  2018-19 ACADEMIC YEAR | | | | | | | | | | | |
| PROTECTION OF PUBLIC FUNDS  We must protect the public funds we handle and so we may use the information you have provided on this form to prevent and detect fraud. We may also share this information, for the same purposes, with other organisations that handle public funds, and with this in mind, a sample of applications will be chosen at random for full investigation.  **DATA PROTECTION**  The data controller is Kineton High School. The data you provide to us will be used to assess and facilitate your entitlement to help from the 16-19 Bursary Fund at Kineton High School. In fulfilling its data protection obligations will treat all personal data, held manually and on a computerised database with due care, and will only disclose data in accordance with the Data Protection Act 1998 | | | | | | | | | | | |
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| SECTION A: Personal details | | | | | | | | | | | |
|  | | | | | | | | | | | |
| Surname/Family name | |  | | | | | | | | | |
|  | |  | | | | | | | | | |
| First name(s) | |  | | | | | | | | | |
|  | |  | | | | | | | | | |
| Date of birth | |  | | | | | | | | | |
|  | |  | | | | | | | | | |
| Present Home address | |  | | | | | | | | | |
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| (if your address changes please notify us) | |
|  | |  | | | | | | | | | |
| Telephone number | |  | | | | | | | | | |
|  | |  | | | | | | | | | |
| Email address | |  | | | | | | | | | |
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| SECTION B: Course details | | | | | | | | | | | |
|  | | | | | | | | | | | |
| Name of school | | |  | | | | | | | | |
|  | | | | | | | | | | | |
| Course Name and description | | |  | | | | | | | | |
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| Which year will you be in | | | 12: |  | | 13: |  | | Extra year: |  |
|  | | | | | | | | | | | |
| SECTION C: Learner's circumstances | | | | | | | | | | | |
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| Who do you live with? Please tick all that apply: | | | | | | | | | | | |
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| ⬜ Mother | ⬜ Father | | | | ⬜ Parent's spouse/partner | | | ⬜ Grandparent(s) | | | |
| ⬜ Foster parents | ⬜ On my own | | | | ⬜ My spouse/partner | | | ⬜ In care / looked after | | | |
| ⬜ Other, please explain: |  | | | |  | | |  | | | |
|  | | | | | | | | | | | |
| Have you always lived in the UK? ⬜ Yes ⬜ No | | | | | | | | | | | |
| If YES please proceed to Section D. | | | | | | | | | | | |
| If NO please complete the separate residency information sheet before proceeding to Section D | | | | | | | | | | | |

KINETON HIGH SCHOOL AND SIXTH FORM

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| SECTION D: THE BURSARY I AM APPLYING FOR | |
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| |  | | --- | | ⬜ I am applying for the vulnerable student bursary of £1200 (Go straight to section F)  **⬜** I am applying for a discretionary bursary | |  | | |
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| ⬜  A – I am or my family are in receipt of Free School Meals | We will check your details with the School Benefits section. |
| ⬜  B – I am or my family are in receipt of Asylum Seeker Funding from the Home Office | Please provide proof e.g. Home Office letter |
| ⬜  C – I am or my family are in receipt of Income Support / Jobseekers Allowance or Universal Credit | Please provide proof e.g. benefits books or bank statement |
| ⬜  D – I am a looked after child | Please provide a letter from your social worker |
| ⬜  E – I am a care leaver | Please provide a letter from your social worker |
| ⬜  F – I am disabled and in receipt of Employment Support Allowance and Disability Living Allowance or Personal Independence Payments | Please provide proof e.g. benefits books or bank statement |
| ⬜  G – I am a Young Carer | Please provide a letter from Young Carers to confirm this |
| ⬜  H – Family's gross taxable income is less than £16,190 per annum | Please provide a copy of the most recent Tax Credit Award notice or complete your income details below and provide evidence as indicated. |
| ⬜  I – Family's gross taxable income is between £16,190 and £20 000 per annum | Please provide a copy of the most recent Tax Credit Award notice or complete your income details below and provide evidence as indicated. |
| ⬜  J – Family's gross taxable income is between  £20 000 and £25 000 per annum | Please provide a copy of the most recent Tax Credit Award notice or complete your income details below and provide evidence as indicated. |
| ⬜  K – Family experiencing financial hardship and/or other barriers to participation in 16 – 19 education | Please provide written details and any supporting evidence that you have available |

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| SECTION F: Please tick below one or all that apply |
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| SECTION G1: Learner income | |
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| Part time job | Benefits |
|  | |
|  | |
| Other |  |

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| --- | --- | --- | --- |
| £ weekly | | | |
| **SECTION G2: Household Income**  Please complete this section if you have ticked any of boxes F to K above and do not have an up to date Tax Credit Award notice | | | |
|  | Parent 1 | Parent 2 | Evidence |
| Gross taxable annual salary / wages | £ | £ | Most recent P60 or end of March payslip |
| Self employment / property income | £ | £ | Most recent self assessment tax calculation or certified accounts |
| Private / Occupational pension | £ | £ | Pension statement / Pension P60 / Bank statement |
| State pension | £ | £ | Pension statement / Bank statement / Benefit book |
| Benefits  (Please specify)  ……………………………….. | £ | £ | Bank statement / Benefit book |
| Bank or building society interest | £ | £ | (Evidence only required if over £250.00 for the year)  Bank / Building society statement |
| Share dividends | £ | £ | (Evidence only required if over £250.00 for the year)  Tax vouchers |

£ weekly

£ weekly

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| **Section H: Declaration by Parent or Guardian** |
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| It is important that you read the following statement carefully. We will not consider this application unless it is signed and dated by the family members whose income details have been declared above in Section G. |
|  |
| * *The information I have given on this form is accurate.* * *I will inform you immediately of any change in my personal circumstances as they occur.* * *I understand that if I provide false or incomplete information, I will have to repay any money given to the applicant to help with their study.* |
| Signed :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent 1  Relationship to student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Signed :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent 2  Relationship to student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| **Section I: Declaration by Learner** |
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| *It is important that you read the following statement carefully. We will not consider this application unless it is signed and dated by you.* |
|  |
| * The information I have given on this form is accurate. * I will inform you immediately of any change in either my own or my family's personal circumstances as they occur. * I understand that if I provide false or incomplete information I will have to repay any money given to me to help me study * I understand that payment is conditional on my meeting the following standards:   + At least 95% attendance, no unauthorised absence and minimal lateness   + Making at least satisfactory progress and completing course requirements   + Adherence to the Kineton High School Code of Conduct |
| Signed : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| 16-19 BURSARY FUND  **RESIDENCY INFORMATION**  2018-2019 ACADEMIC YEAR | | | | | | |
| **This form must be completed when learners indicate on the application form that they have not always lived in the UK.** | | | | | | |
| PROTECTION OF PUBLIC FUNDS  We must protect the public funds we handle and so we may use the information you have provided on this form to prevent and detect fraud. We may also share this information, for the same purposes, with other organisations that handle public funds, and with this in mind, a sample of applications will be chosen at random for full investigation.  **DATA PROTECTION**  The data controller is Kineton High School. The data you provide to us will be used to assess and facilitate your entitlement to help from the 16-19 Bursay Fund. in fulfilling its data protection obligations will treat all personal data, held manually and on a computerised database with due care, and will only disclose data in accordance with the Data Protection Act 1998 | | | | | | |
|  | | | | | | |
| Surname/Family name | | | |  | | |
|  | | | | | | |
| First name(s) | | | |  | | |
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| When did you enter the UK? | | | | |  | |
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| Where did you live before you came to the UK? | | | | |  | |
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| Why did you come to the UK? | |  | | | | |
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| What is your current status (or that of your parents) in the UK? | | | | | | |
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| Refugee status | | | | |  |  |
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| Indefinite leave to remain | | | | |  | **Please provide copies of your passport and any Home Office papers.** |
|  | | | | | | |
| Leave to remain until \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | |  | |  |  |
|  | | | | | | |
| Asylum Seeker | | | | |  |  |
|  | | | | | | |
| European Economic Area Migrant Worker | | | | |  |  |
|  | | | | | | |
|  | | | | | | |
| **Declaration by Learner**   * *The information I have given on this form is accurate.* * *I will inform you immediately of any change in either my own or my family's personal circumstances as they occur.* * *I understand that if I provide false or incomplete information I will have to repay any money given to me to help me study*   Signed : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |
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