

RRSF Bursary Policy 2022-23

The purpose of the Education Funding Agency Bursaries is to enable students, in defined categories of need, to attend full time education in Sixth Form. Eligible to apply are all students, who are enrolled full-time in Sixth Form, and who are over 16 and under 19 on 31st August 2022. Application Forms are attached to this Policy Document.

Applications should be submitted as early as possible in the academic year. There is a limited amount of money available, and this will be allocated to applicants who fulfil the criteria detailed overleaf. Applications will normally be processed in September/ October 2022, and applicants informed of the outcome as soon as possible. However, the Bursary Policy does recognise that circumstances change and applications can therefore be made at any stage of the academic year. Funds are reserved for this eventuality.

Bursary payments will be made in arrears and subject to the applicant achieving full attendance and fulfilling all expectations in regard to Behaviour for Learning. Receipts for items (equipment, materials, transport-tickets / expenses, etc.) will be required.

There are two types of awards:

1. Discretionary Bursary.

These awards are to help disadvantaged students to pay for expenditures, which are clearly linked to their education. Such expenditures include, for example, transport, meals at College, educational visits, books and equipment. The amount awarded to any applicant depends on the needs and circumstances of each individual student, as detailed in the bursary application form.

2. Guaranteed Bursary for vulnerable young people

Students in the following categories are eligible to receive a bursary of £1,200 per year:

- Young people in care;
- Care leavers;
- Young people in receipt of Income Support or Universal Credit;
- Disabled young people in receipt of Disability Living Allowance or Personal Independence Payments.

Please see the Guidance Notes on the Application Form overleaf for further information.

3. Student Voice

All RRSFC policies are regularly reviewed by Management and Student Voice. Students and parents who have suggestions as to how this Bursary Policy could be improved should please contact: info@rrca.org.uk

Guidance on the Bursary can be found here. <https://www.gov.uk/government/publications/16-to-19-bursary-fund-guide-2022-to-2023-academic-year/16-to-19-bursary-fund-guide-2022-to-2023-academic-year>



Richard Rose Sixth Form 16-19 Bursary Fund Application Form 2022-23

Please complete the following form as accurately as possible. Ensure that you have read the guidance notes at the end of this document.

All applications will be handled confidentially.

Student's Name		Tutor Group	
Address			
Postcode			
Telephone	Home:	Student's Mobile:	
		Parent's Mobile:	
E-mail Address			

Please answer all questions in the category for which you decide to apply
Decide for which category of bursary you wish to apply by ticking or circling "1" or "2" or "3".

1. "High Need"	Apply for this category if your answer to any, or all of the questions on the right is "Yes"	<i>Do you live independently, i.e. not with your parents / carers?</i>	<i>Are you in care or have you recently left care?</i>	<i>Were you identified as eligible for free school meals in Y11?</i>
		Yes / No	Yes* / No	Yes** / No

* If you answered 'yes' to this question and have a letter of support (for example a letter setting out the benefit which you are entitled to, written confirmation of current or previous looked-after status from the local authority) you do not need to provide details of income.

** If you answered 'yes' to this question you do not need to provide further details of income.

2. "Moderate Need"	Apply for this category if your gross household income (before tax) is less than £20,000
-------------------------------------	---

3. "Lower Need"	Apply for this category if your gross household income (before tax) is more than £20,000 and less than £30,000
----------------------------------	---

Guidance Notes

INCOME



If you are applying for a “Moderate Need” or “Lower Need” Bursary, you must supply appropriate evidence as detailed in the table below. Unless specified otherwise below, evidence of Household Income needs to be as recent as possible, and for a period of at least 3 months. Only applications which are accompanied by adequate supporting evidence and are completed in full have a chance of success.

Type of Income	Yes (Y) No (N)	Amount per month	Evidence to be supplied
IS (Income Support)			Letter of proof or entry on bank statement
ESA (Employment Support Allowance) and Disability Living Allowance			Letter of proof or entry on bank statement
Working Tax Credits/ Child Tax Credits			Copy of Award Notice, or entry on bank statement
ALG (Adult Learning Grant)			ALG Award Notice, or entry on bank statement
JSA (Job Seekers Allowance)			Letter of proof or entry on bank statement
Maintenance/ Child Support			Letter of proof or entry on bank statement
Parents’/ Carers’ wages / salary (before tax)			Monthly slips or annotated entries on bank statement
Other			As appropriate
TOTAL:			

STUDENT’S BANK/BUILDING SOCIETY ACCOUNT DETAILS

Name of Account Holder (as show on statement)	Name/Address of Bank Building Society
Sort Code	Account Number

DECLARATION

I declare that the statements made on this form are true, and to the best of my knowledge and belief, are correct in every respect. I undertake to supply any additional information that may be required to verify the particulars given. I understand that if I refuse to provide information relevant to my claim the application will not be accepted. I also undertake to inform the school of any alteration to any of the particulars in writing. I agree to repay the school in full and immediately any sums advanced to me if the information I have given is shown to be false or deliberately misleading.

I am aware that the funding covers only this school year and that I must reapply next year; there is no guarantee that I will receive funding for future years even if I am eligible for the current year.

Signed (Student): _____ Date: _____

Signed (Parent/Carer): _____ Date: _____