



STATIONERS' CROWN WOODS ACADEMY

16 – 19 BURSARY – GUIDELINES FOR APPLICATIONS

The 16–19 Bursary Fund is designed to provide assistance to students who may experience barriers to learning in post 16 education. There are 2 types of 16-19 bursaries, the Vulnerable Bursary Fund and the Discretionary Bursary Fund. Please read the guidelines below to see which category you qualify for.

VULNERABLE BURSARY FUND

In line with government policy Stationers' Crown Woods Academy will target the 16 – 19 Bursary to ensure that it reaches students who face significant barriers to participating in education and will target funds to help the students in greatest need. (Please see categories 1 – 4 on the application form which follows).

The Vulnerable Bursary is statutory for the following categories of student only:

Young person in care
Care leavers
Young person in receipt of income support or Universal Credit in their own right
Young person in receipt of Employment and Support allowance (ESA) or Universal Credit and Disability Living Allowance (DLA) or Personal Independence Payments in their own right.

Evidence of the above status must be provided (please provide photocopies which will be retained by the school)

BAND 1 DISCRETIONARY BURSARY FUND (£1200 PER ACADEMIC YEAR)

For those that are applying for the Discretionary Fund parents/carers must meet the Criteria Listed below.

- In receipt of Income Support
- In receipt of Universal Credit
- In receipt Income-based Job Seekers' Allowance
- In receipt of Income-related Employment and Support Allowance
- Receive Support under Part VI of the Immigration and Asylum Act 1999
- In receipt the Guaranteed element of State Pension Credit
- In receipt of Child Tax Credits (TC602), provided they are not also entitled to Working Tax Credit and have a total annual gross income of **no more than £16,190**, as assessed by Her Majesty's Revenue and Customs.

Any household in receipt of Income greater than £16,190 Gross will not be entitled to apply for the Full Discretionary Scheme but may be eligible to a partial percentage payment under the following criteria:

Band 2 - Household income of no greater than £25,000 will be entitled to 75% of the full discretionary bursary but not to exceed (£1000 per academic year)

Band 3 - Household income of no greater than £32,000 will be entitled to 50% of the full discretionary bursary but not to exceed (£600 per academic year)

Full and Partial Discretionary Payments will be based on student's achieving attendance of 95%-100%.

Students who do not achieve 95% attendance or above will have their payments paid on a pro rata basis i.e.

90%-95% attendance will receive 80% of the discretionary bursary awarded.

85% - 90% attendance will receive 60% of the discretionary bursary payment awarded.

If your family income is between £32,000 and £35,000 it is possible to apply for a 'resources only Bursary' which will allow the Academy to purchase items such as textbooks or tickets to attend educational conferences and workshops on behalf of a student. The decision on what items would be appropriate will be made by the Arden Senior Team and will be subject to approval by the Associate Principal. This will only be the case if sufficient funds remain in the Bursary budget after payments have been made to students who fall into the other three Bursary bands.

Application Process and Payments

All applications are to be made to the Bursary Administrator (Ms Francis), along with the required evidence. In order to be eligible for the first payment at the end of October half term the deadline for applications is **Friday the 1st October 2021.**

Arden Sixth Form will then process the information by the end of October and will advise you, in writing, of the outcome.

All bursary payments will be made by cheque or BACS transfer, in line with the policy Schedule of payments, and will be subject to the conditions laid down in the 16–19 Bursary Contract.

Please note that Stationers' Crown Woods Academy guarantees that all personal information, including bank details and household earnings, will be stored securely and will remain strictly confidential.

In Year applications will be considered and applications should be submitted by the 18th of the next month should household circumstance change. In the event that the total number of Bursary Eligible students increases to a level that the total Bursary Budget would be exceeded by the payment of Discretionary Bursaries the amount of those payments will be reduced to ensure there is no overspend.

For further guidance please go to the website <https://www.gov.uk/16-to-19-bursary-fund-guide-for-2021-2022>

VULNERABLE/DISCRETIONARY BURSARY

APPLICATION FORM

Please ensure you have read and understood the school's statement regarding bursary applications before completing this form. Please note if a bursary is awarded the payments will be made subject to the conditions of the 16-19 Bursary contract being met.

Please hand this form to Ms Francis in Arden Reception

Please indicate which fund you are applying for:

Vulnerable Bursary Fund **Please complete personal details and Q 1-6 of the application form**

Full/Partial Discretionary Payment **Please complete personal details and Q1-6 of the application form**

Please complete all information in BLOCK capitals:

Surname:		Forename:
Date of Birth:	Age at 31/8/2021	Male/Female
Previous School Name:		
Address:		
How long have you been resident in the UK?		
Home Telephone Number:		Parent Mobile Number:
Student Mobile:		Student Email:

Bursary Questions: (student applying)

1. Are you a young person in care?	Yes	No
2. Are you a care leaver?	Yes	No
3. Are you a young person in receipt of income support? (Not Parents/Carers)	Yes	No
4. Are you a disabled young person receiving Employment Support allowance (ESA) and Disability Living Allowance (DLA) or Personal Independence Payments in their own right.	Yes	No

If you answered YES to any of the above questions, please attach evidence of this with your application form. You must attach evidence for the financial year 2020/21

If you answered NO to all of the above questions 1-4 please complete question 5 on the next page.

5. What is your current total household gross income? Please include your tax credit/universal credit award allowance	£
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Please supply evidence of your household income by way of a P60, Receipt of Benefit Notification, Tax Credit Award Notification (TC602), Universal Credit notification. Applications will not be considered in the absence of this evidence.

6. Please provide additional information that may be relevant including the details of any discretionary fund requests. (Please attach further details if necessary).

I/We confirm that all information provided is true and I will notify school if any circumstances change. I/We understand that the bursary will be provided on the basis that certain conditions set by the school as detailed in the Bursary Contract and understand that money may be claimed back if I/We knowingly gave information which is discovered to be false.

Please hand this form to Ms Francis no later than Friday 1st October 2021. Applications after this date will not be accepted.

Student Signature: _____ Parent Signature: _____ Date: _____

School Use Only:

Date Received:				
	Vulnerable Bursary		Discretionary Bursary:	
Evidence Seen	Q1-4		Q5	
	Yes	No	Yes	No

Additional Notes: