



Sixth Form 16-19 Bursary Policy and Application Pack

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1. Introduction

At Laurel Park School, we understand that some students may need extra assistance financially to support them with their education and studies.

Laurel Park School is in receipt of the government's 16-19 Bursary Fund which is designed to help students overcome specific financial challenges, enabling them to continue their Post-16 education. The Bursary Fund is available to students who meet the eligibility criteria in this application pack. Students who make an application in Year 12 will need to apply again at the start of Year 13.

2. Bursaries Available

There are two types of 16-19 Bursaries available to students at Laurel Park School.

Vulnerable Group Bursary

Purpose: To help vulnerable students overcome individual financial barriers in relation to their education in the Sixth Form.

Bursary Fund Available: Up to £30 per week, term time only (Maximum £1,200).

Eligibility Criteria:

- a. Young Person is in care or is a care leaver or
- b. Young Person is in receipt of Income Support or Universal Credit or
- c. Young Person is in receipt of both Disability Living Allowance (or Personal Independence Payment) and Employment Support Allowance (or Universal Credit)
- d. Young person does not have their financial needs met in relation to education by another organisation or person*

*Where a young person has other support to meet their needs, the Vulnerable Bursary will only be available if there are additional relevant costs. Depending on need, the weekly amount may be reduced.

Additional Criteria:

- a. Be a student enrolled with us studying a minimum of 16 guided learning hours per week
- b. Be at least 16 years old but under 19 on 31 August (Year of sixth form entry as Year 12 student)
- c. Meet all Learning Agreement expectations including 95% weekly attendance and 100% punctuality**

**Consideration may be given based on individual student circumstances

Discretionary Group Bursary

Purpose: To help students overcome individual financial barriers in relation to their education in the Sixth Form.

Support is available for educational resources (e.g. books, equipment, and stationery), educational visits, including university open days / summer school expenses and transport to/from Sixth Form. Laptops and

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internet dongles can also be purchased, however, it must be returned by the end of your child's time at Sixth Form.

For students not eligible for free school meals (FSM) a Sixth Form daily lunch allowance on school days is available to the same value.

Bursary Fund Available: Awards are made based on the household income and other relevant information provided with the aim to support eligible students throughout the academic year.

Household Income: Students who have a total annual household income less than £25,000 will be eligible for a Discretionary Bursary.

Eligible students will submit a resources/expenses claim form as and when required so that the school can purchase these items on your behalf. Students should not purchase any items without explicit written approval. Where possible, payments for travel and lunches will be made in advance directly to the student's bank account..

Eligibility Criteria:

- a. Young Person's annual household income has a total income of less than £25,000.

Additional Criteria:

- a. Be a student enrolled with us studying a minimum of 16 guided learning hours per week
- b. Be at least 16 years old but under 19 on 31 August (Year of sixth form entry as Year 12 student)
- c. Meet all Learning Agreement expectations including 95% weekly attendance and 100% punctuality***

***Consideration may be given based on individual student circumstances

For more detailed information about the Government's 16-19 Bursary Scheme, please refer to the Government's website:

<https://www.gov.uk/government/publications/16-to-19-bursary-fund-guide-2024-to-2025-academic-year>

3. Learning Agreement Expectations

In order to access the Bursary Fund, students must adhere to the learning agreement expectations stated by the school.

If these are not adhered to, bursary payments may be withheld.

Students must have:

- 95% weekly attendance
- No unauthorised absences
- 100% weekly punctuality

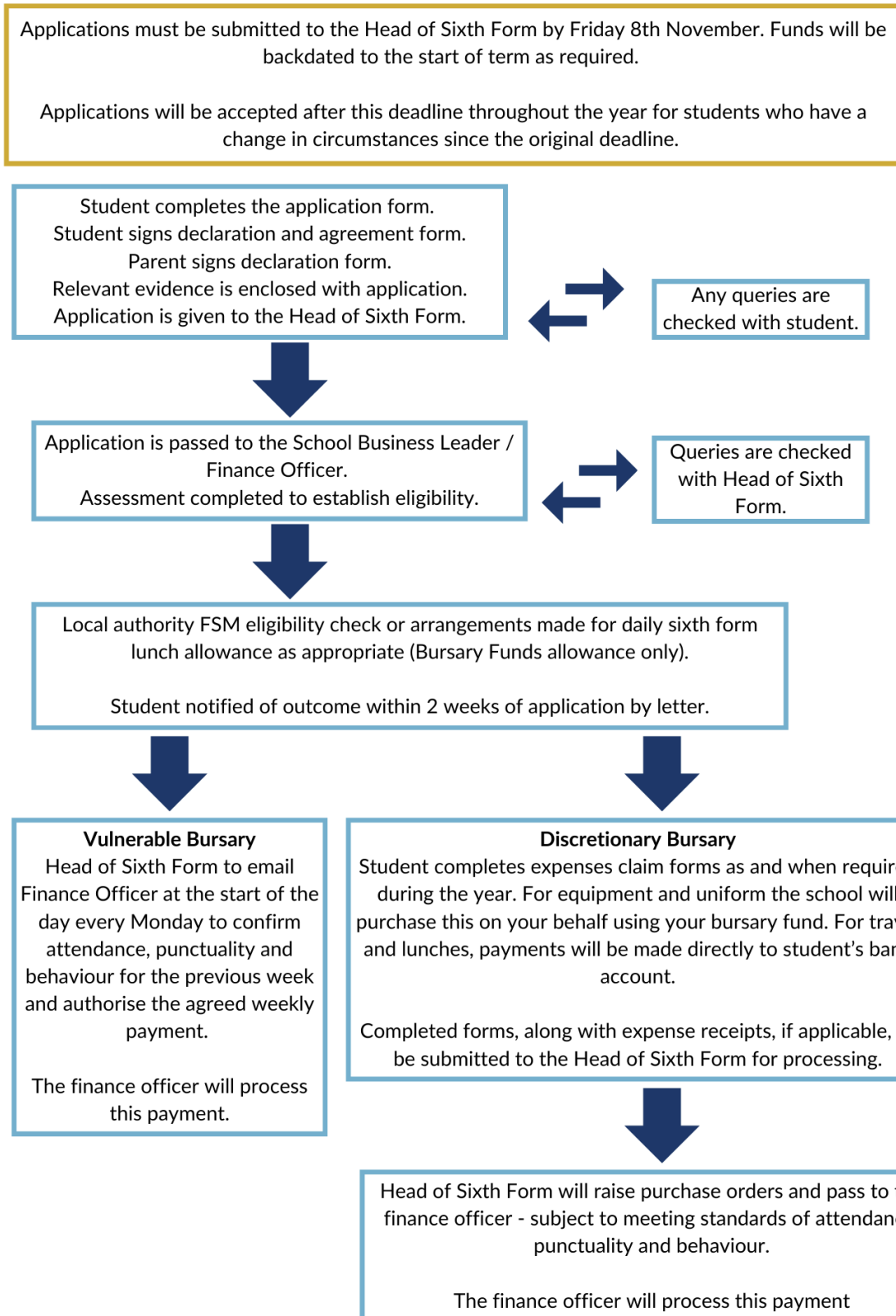
Consideration may be given based on individual student circumstances

Students must also:

- Attend all independent study sessions
- Adhere to the school's behaviour policy

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Sixth Form Bursary Fund Process



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Sixth Form Bursary Fund Application Form

Section One - Applicant Information

Student Details

Student First Name(s)	
Student Surname	
Date of Birth (dd/mm/yyyy)	
Age on 31 August 2024 <i>*You must be at least 16 years old but under 19 on 31 August</i>	

Address Details

Home Address	
Line 2 (if applicable)	
Line 3 (if applicable)	
Postcode	
Home Telephone Number	
Mobile Telephone Number	
Email Address	

Bank or Building Society Account Details

The account details provided must be held by the bursary applicant (student).
Please provide the name as it appears on your debit card or statement.

Full Name of Account Holder	
Name of Bank / Building Society	
Branch	
Sort Code	
Account Number	

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Section Two - Bursary Selection

In this section, you need to indicate which bursary award you wish to be considered for by ticking the appropriate box. Details of what evidence you will be required to provide to support your application is also included here. The evidence must be attached to your application at the time of submission.

Please follow the instructions and complete any further sections of this application as instructed.

Vulnerable Bursary Award

I wish my application to be considered under the Vulnerable Bursary.

Please tick one of the following:

- I am a young person in care
- I am a young care leaver
- I am a young Person on Income Support or Universal Credit
- I am a young Person in receipt of both Disability Living Allowance (or Personal Independence Payment) and Employment Support Allowance

In support of my application, I enclose:

- Written confirmation of my current, or previous, looked-after status including details of support already provided from the Local Authority who looked after me, or who provided my leaving care services.
- A copy of my Award letter confirming that I am in receipt of Income Support or Universal Credit or Employment Support Allowance and Disability Living Allowance

Further information may be requested for the documents you have provided.

Please now complete Section Four and Five of this form.

Discretionary Bursary Award

I wish my application to be considered under the Discretionary Bursary.

Please tick one of the following:

- I am a young person who has a total household income of less than £16,190 applying for a Discretionary Bursary Award (Free school meals claimed via LA).
- I am a young person who has a total household income of £16,190 to £25,000 applying for a Discretionary Bursary Award including sixth form daily lunch allowance.

Please now complete Section Three, Four and Five of this form.

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Section Three - Household Details

This section must be completed for the Discretionary Bursary. **Parents/carers of the applicant should complete this section.**

Household members - Please provide details of all residents who contribute to household income

	Full Name	Contact Telephone Number
Applicant		
Father		
Mother		
Carer		
Other		

Household Income - Please complete to show evidence provided with application. Further information may be requested for the documents you have provided.

Type of Income	Annual Income (£)	Evidence Required	Evidence Provided (✓)
Income Support		Entitlement/Award letter dated within the last 3 months	
Income-based Job Seekers Allowance*		Entitlement/Award letter dated within the last 3 months	
Income-related Employment Support Allowance (ESA)*		Entitlement/Award letter dated within the last 3 months	
State Pension Credit – Guarantee Element*		Entitlement/Award letter dated within the last 3 months	
Child Tax Credit*		Entitlement/Award letter dated within the last 3 months	
Universal Credit*		Entitlement/Award letter dated within the last 3 months	
Support under part VI – Immigration and Asylum Act 1999*		Relevant paperwork detailing entitlement	
Working Tax Credit 4 week run-on only*		Relevant paperwork detailing entitlement	
Annual Salary		P60 for previous tax year or employer letter confirming annual salary or week 52 payslip (March	
Incapacity Benefit		Entitlement/Award letter dated within the last 3 months	

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Carer's Allowance		Entitlement/Award letter dated within the last 3 months	
Housing Benefit		Entitlement/Award letter dated within the last 3 months	
Working Tax Credit		Working Tax Credit Full Award notice for the current year. Must be for full year and not partial awards	
Child Benefit		Award Letter or entry on last bank statement	
Grants or Bursaries etc.		Relevant paperwork detailing entitlement and amount paid	
Any Other Income		Relevant paperwork detailing entitlement and amount paid	
Total Income			

*Free school meals qualifying benefits. Note - Universal Credit: Maximum net earnings £7,400 and Child Tax Credit: maximum gross income £16,190 with no Working Tax Credit entitlement.

If you agree and understand the information in this application pack and have provided the relevant information, please go to Section Four now to sign the declaration.

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Section Four - Declaration

Please read the declaration carefully before signing

1. I declare that the statements made on this form are true and are correct to the best of my knowledge and belief. I understand that if requested, I will have to supply any additional information to verify my application. I understand that if I refuse to provide information relevant to my application, it will not be accepted. I also understand to inform the school of any alteration to any of the information given. I agree to repay the school immediately, in full, any sums given in advance to me if the information I have given is shown to be false or deliberately misleading.
2. I understand that the bursary funding covers this academic year only 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.
3. I confirm that I have read and understood the content of this bursary policy and agreement. I agree to achieve the expectations as stated. I also understand that the information I have provided will be used for the purpose of the 16-19 Bursary Fund administration only in accordance with Laurel Park School's Data Protection Statement. Please visit our website for more information: <https://www.laurelparkschool.co.uk/policies>

Section 4 below is relevant only to those applying for the Vulnerable Bursary

4. It has been explained to me that evidence relating to my Disability status or my status as a young person in care or care leaver is required. By ticking the box below and signing this Declaration, I will be giving my explicit consent to the school using such evidence for the purposes of processing my application for the Vulnerable Bursary.

Signatures (required for all bursary applications)		
Student Name:		
Student Signature:		Date:
Parent/Carer Name:		
Parent/Carer Signature:		Date:

Please check that you have provided all additional information required. Failure to do so will slow down the progress of your application and could result in delays in payment if your application is successful.

Completed application forms should be given to the Head of Sixth Form.