



SIR FREDERIC OSBORN SCHOOL 16-19 Bursary Information & Application Form 2017-18

The Government has a bursary scheme to help the most vulnerable 16-19 year olds in full-time education. The scheme is made up of two parts:

1. a payment of £1,200 to a small group of the most vulnerable students and
2. a discretionary fund to be distributed according to school policy.

Qualification criteria for a guaranteed bursary:

Students in Years 12 and 13 who will receive a guaranteed £1,200 bursary for the academic year September 2017 to July 2018 must fulfil at least one of the following criteria:

- Students in care
- Students leaving care
- Students receiving Income Support in their own right
- Disabled students in receipt of both Employment Support Allowance and Disability Living Allowance

Evidence of eligibility will be required for the guaranteed bursary, for example, a letter detailing the entitlement benefits or written confirmation of current or previous looked after status.

Qualification criteria for a discretionary bursary:

Students in Years 12 and 13 who will receive a discretionary bursary per week for the academic year September 2017 to July 2018 must fulfil at least one of the following criteria:

- Be in receipt of Free School Meals – parents / carers are in receipt of any of the following benefits are urged to register for Free School Meals (online at www.hertsdirect.org/freeschoolmeals) for their children so that they can qualify for the bursary:
 - Income Support
 - Income-based Job Seeker's Allowance
 - Income-related Employment and Support Allowance
 - Child Tax Credit, with a taxable income of no more than £16,190 and not in receipt of Working Tax Credit
 - Pension Credit (Guarantee Credit)
 - Support under Part VI of the Immigration and Asylum Act 1999
 - Working Tax Credit during the four-week period immediately after employment finishes or after you start to work less than 16 hours per week
- Be able to demonstrate unexpected need due to change in financial circumstances

Entitlement Expectations

All students eligible for the 16-19 Bursary **must** meet the criterion of 100% attendance unless the absence is authorised by the school. If this criterion is not met, then payment will be forfeit for the whole period of absence.

Payment

Each **guaranteed** bursary will be paid at the equivalent of £120 per month in 10 monthly instalments, paid in arrears by cheque, subject to the entitlement expectations being met.

Each **discretionary** bursary will be paid in 10 monthly instalments, paid in arrears by cheque, subject to the entitlement expectations being met. The discretionary grant available for each student will not be known until we have details of all students who are eligible but it is expected to be a maximum of £15 per week.

The process of application and payments will remain confidential.

The above commitment will be cash-limited based on the available funds allocated by the YPLA annually. Up to 5% of the total bursary allocation can be used to cover administration costs.

The school has the discretion to pay bursaries "in kind", e.g. specific technical equipment, to named individuals who qualify for a bursary.

Application

Students who believe they are entitled to a bursary should apply in writing to the Finance Office and complete the following application form, stating which type of bursary and providing evidence of the qualifying criteria.

CLOSING DATE FOR APPLICATIONS WILL BE FRIDAY 29TH SEPTEMBER 2017 – ONCE ALL APPLICATIONS HAVE BEEN RECEIVED, STUDENTS WILL BE NOTIFIED BY LETTER IF THEY HAVE BEEN SUCCESSFUL AND THE AMOUNT OF BURSARY THEY WILL RECEIVE

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GUARANTEED BURSARY PAYMENT
NAME OF STUDENT:
CONTACT NUMBER:
I ENCLOSE EVIDENCE OF MY CLAIM FOR A GUARANTEED BURSARY: YES / NO
Signed.....Dated.....

DISCRETIONARY BURSARY PAYMENT
NAME OF STUDENT:
CONTACT NUMBER:
I have registered for Free School Meals: YES / NO
I ENCLOSE EVIDENCE OF MY CLAIM FOR A GUARANTEED BURSARY: YES / NO
Signed Dated.....

STUDENT DETAILS
NAME OF STUDENT:
NAME CHEQUE PAYMENT SHOULD BE MADE PAYABLE TO :
I understand that 100% attendance is an expectation for payment to be made
Signed Dated.....