



The King Edmund School Bursary Scheme

September 2020

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Who will be eligible for a bursary in the King Edmund School Scheme?

To qualify you must be aged under 19 on the 31st of August in the academic year in which you start your programme of study and a legal resident of the UK or registered asylum seeker. There will be three levels of King Edmund School Bursary and you can apply for **ONE** only:

Level 1. Those most in need, such as young people in care, care leavers, young people receiving income support and disabled young people receiving both Employment Support Allowance and Disability Living Allowance can apply for a bursary of £1,200 per year.

Level 2. This bursary can be allocated to students who need support to overcome financial barriers that might prevent them continuing in full time education. This bursary is for students who received Free School Meals* in Year 11 and Year 12 and will continue to be eligible for Free School Meals* in the Sixth Form. They will receive a bursary of up to £20.00 per week, term time only, for identified and agreed costs outlined in the application process.

Level 3. This level of bursary is for those students with a financial need who do not fall into the above categories. This is a match-funded bursary of up to £200 per year. Applications must state what the identifiable financial need is and evidence provided to support this. The criteria for any support is that the total household income must be less than £20,000 pa and that no other income is available from another household to support the student. Documentary evidence may be required.

The awards will be dependent on good behaviour, adherence to the sixth form contract and good attendance. This means less than 6% unexplained absence from all lessons. Please note that the school is only allocated a set amount per year for this Bursary Scheme and that is to include admin costs too. Please also note that the school may purchase rail or bus tickets on behalf of students if the Bursary is to cover transport costs.

What can the money be spent on?

The money is for the books, meals, transport or other course-related costs needed to help a young person stay in education.

If I am in one of the eligible groups what evidence will my school need to see?

If you are receiving free school meals or are registered with a pupil premium indicator the school will be able to check their records so no further evidence will be required. If you have any other financial needs you will need to show documentary evidence as to why you need financial support for level 3 bursary and household income information may be required.

* Free School Meals criteria – do you qualify?

You could be eligible for free, tasty meals for your children if you or your partner gets either:

- Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Child tax credit with an annual gross income into the household that is no more than £16,190, provided you are NOT entitled to working tax credit. If you are entitled to any part of working tax credit there is NO eligibility with the exception of working tax run-on as shown below

- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit

To complete an online application you will need:

- Your own name and date of birth and contact details
- National Insurance Number or National Asylum Seekers Number
- Child's name and date of birth

Please click the link below if you wish to see if you are eligible for free school meals:

<https://www.cloudforedu.org.uk/ofsm/ofsm-east>

Advice on bank accounts?

Students aged 16 are able to open a basic bank account, which is offered by 16 members of the British Bankers Association. The basic bank account will allow for receipt of the bursary, including by cashless means, and will allow funds to be withdrawn via ATMs as well as via standing orders and direct debits where necessary.

- Where bursary payments are to be made to a bank account, they can only be made to the student's bank account.
- Payments may be made to a joint account, as long as the student is one of the account holders.

How do I apply?

You should apply to the School Business Manager as soon as possible after admission in September but by the following deadline: **Friday 23rd October 2020**

Use the Application Form attached to this policy and remember to include evidence to support your application.

What happens to my application form?

School Remissions Panel

Our School Remissions Panel will comprise of the Director of Key Stage 5, Headmaster or Deputy, and a Governor.

The School Business Manager will administer the Bursary fund and applications approved will be monitored and evaluated throughout the year and reports given to the Remissions Panel regarding students failing to meet the conditions of the grant. The grant will be withdrawn at any time a student fails to meet the criteria.

The King Edmund School may choose to pay the bursary as a cash payment or provide 'in kind' support, for example, by bulk purchasing equipment that eligible students need for particular courses. Transport costs may be bought by the school i.e. bus or rail tickets rather than allocating cash payment.

NB The bursary grant paid to schools is a fixed annual sum and not on a per student basis. The King Edmund School may have to vary the amounts of its bursaries to deal fairly with the numbers of eligible students in their sixth form.

Bursary Application Form

Name

Form.....

Date of Birth.....

Address
(Including postcode).....
.....
.....

Home Tel no.....
Student mobile no.....
Parent mobile no.....

Bursary Applied for (tick one box only)

Level 1 For students in care, care learners, students receiving income support and disabled young please receiving both Employment Support Allowance and Disability Living Allowance

Level 2 For students who received Free School Meals in Year 11 with identifiable financial needs. (Pupil Premium) Please state what the identifiable financial needs are here:
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Level 3 For students who can demonstrate considerable identifiable financial need. Please note that this level is a match funded bursary. Please state what the identifiable financial needs are here:
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.....
.....

Please note evidence should be attached to support your application for Level 3. If no evidence is appended the application may be refused .

If you are successful in your application we will need your bank details. Please confirm your bank account number, sort code and address:

Sort code..... Account no.....

Bank details/address.....
.....

Please read and sign the declaration overleaf and return this form together with documentary evidence in a sealed envelope to the School Business Manager marked 'Confidential'.

Declaration by student and parent(s)

I agree to my application being scrutinised by the School Business Manager and the Remissions Panel, whose decision is final and not subject to any appeals process.

I understand that if I do not behave well, fail to adhere to the Sixth Form contract/code or have attendance below 94% then my Bursary will be withdrawn without notice.

I confirm that, for level 2 and 3 Bursaries, no other income or financial support is available from another household to support the student.

If I leave the Sixth Form at any time within 4 weeks of a Bursary being awarded/paid then I will repay the funds given to me.

I confirm that:

The information I have given is, to my knowledge true and correct and The King Edmund School may seek to confirm any details I have given.

I understand there will be a delay in any funds being released if the application form has not been correctly completed or appropriate evidence of income has not been supplied.

Data Protection Act:

I understand that:

The data contained on this form will be held on file for seven years and that The King Edmund School may make enquiries about the validity of the information provided on this form from other central and/or local government bodies, as deemed appropriate by the school.

I hereby consent to the disclosure of any information sought in accordance with the application for the purposes of the Data Protection Act 1998 and GDPR 2018.

The school has a duty to protect the public funds it administers and to this end may use the information provided on this form within this Authority for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes.

Student signature Parents signature.....

Date

Authorised by School Business Manager

School..... Date.....

Amount Frequency