



Tytherington School

**Sixth Form Bursary
2024-2025**

**Policy
and
Application Form**

Bursary Fund Policy 2024/2025

Young people who need some financial support to help them stay in education after 16 can apply to the school for the 16–19 Bursary Fund. Any payments will be linked to minimum standards of attendance (minimum 95%), behaviour, attitude to learning and progress, in line with government guidelines.

Priority 1 Group

The following students aged between 16 and 18 on 31 August 2024 will be eligible for a bursary:

- Young people in care /classed as a 'Looked After Child' by the Local Authority
- Young people living independently having left Local Authority care
- Young people in receipt of Income Support/Universal Credit in their own name
- Young people in receipt of both Employment Support Allowance/Universal Credit and Disability Living Allowance/Personal Independence Payments

Priority 2 Group

Students eligible for free school meals may apply for a bursary. In determining the amount awarded the school will consider the number of applications received and the funding available. This will be awarded "in kind" dependent on the student's needs.

Where it is appropriate payment will be made direct to the transport company to purchase a bus pass or supplier to purchase equipment/books or pay for school trips.

Priority 3 Group

A small amount of money will be retained by the school for students from families who are not eligible under the first two priorities with an income below £24,950. This fund will be spent at the school's discretion, and subject to availability after Priority 1 and 2 bursaries have been awarded. Awards may take the form of a small "in kind" bursary as a contribution towards books, equipment, travel, visits etc. Proof of household income will be required.

Timing of payments will be at the school's discretion

Application Process

Every student applying for a bursary will need to complete an application form and provide documentary evidence of income.

Deadlines

- **Receipt of all application forms** **Monday 30th September 2024**
- **Students notified of bursary awards** **Friday 11th October 2024**

In awarding the bursary the school will also take account of the fact that a young person's financial circumstances may change during a programme of study and therefore there will be the opportunity for students who fall into this category to make a further application by **Monday 5th February 2025**.

Application for 16-19 Bursary Fund – 2024/2025

Part 1. Student Details	
First Names	Last Name
Date of Birth	Tutor Group
Home Address	Home Telephone Number
	Mobile Telephone Number
Postcode	E-mail address

Part 2. Parents' or Carer's Details	
Title and First Name:	Last Name:
Address (if different from above)	Contact telephone numbers
Postcode	Parents E-mail address

Part 3. Household Details		
Please state who you live with and their relationship to you		
Name	Relationship to you, e.g. mother, father, brother, sister, grandparent, partner etc	Age if under 16

If any of the following circumstances apply to you, please tick the appropriate box	
<ul style="list-style-type: none"> • You are looked after by the Local Authority • You are living independently having left Local Authority Care • You are 16-18 years and receive Income Support/Universal Credit • You are 16-18 years and receive Employment and Support Allowance (ESA)/Universal Credit and Disability Living Allowance (DLA)/Personal Independence Payments 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Part 4. Please indicate the help you require by ticking the appropriate boxes and supply further information as required

Details

Please provide details of travel requirements and details of the courses/subjects you have enrolled for as applicable

Essential Course Costs*
Meals in School
Transport Costs

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

*books, trips, equipment, visits etc.

Part 5a. Students Income to Evidence Priority 1 Funding

If you are currently in receipt of benefits please complete this section, if not please move on to section 5b. Please send a copy of ONE of these as evidence of your income.

Type of Income	Yes/No	Evidence required
Income Support/Universal Credit		An award letter which is less than 3 months old on the date of application
Employment and Support Allowance (ESA)/Universal Credit Disability Living Allowance/Personal Independence Payments		Award letters which are less than 3 months old on the date of application

Part 5b. Household Income to Evidence Priority 2 Funding

If you are currently in receipt of Free School Meals please tick as appropriate. Evidence is only required if **your parents/carers** are in receipt of one of the following benefits but you are choosing not to receive the free meal. Please note that new applications for Free School Meals can be made at any time.

Type of Income	Yes/No	Evidence required
Part 5c. Household Income to evidence Priority 3 Funding		
Please indicate which of the following benefits/income that your parents/carers are currently in receipt of. Please send a copy of ONE of these as evidence of your income.		
Working Tax Credit/Child Tax Credit		Pages 1-4 of your most recent Tax Credit Award (TC602)/P60 showing that your total household income is below £24,950.
Other Benefits		Evidence of any other benefits you may receive such as housing, council tax or pension credits (guaranteed credits only).

N.B If you do not have the specified evidence described above, please attach a letter addressed to the Finance Officer in confidence outlining any special circumstances that may apply in your case.

Part 6. Declaration by Student

I certify that the information given above is correct and understand that the school has the right to reclaim any funds and equipment costs, if I am found to have provided incorrect information or do not complete my course. **I agree to abide by the terms set out in the sixth form contract** and to notify the school immediately of any change in my circumstances.

Signature of student**Date****Part 7. Declaration by Parent/Guardian**

I certify that the information given above is correct and understand that the school has the right to reclaim any funds and equipment costs, if I am found to have provided incorrect information. I agree to notify the school immediately of any change in my circumstances.

Signature of parent/guardian**Date****REMEMBER**

- **Your application will not be assessed unless you give your full details and include documentary evidence of household income.**
- All information received in support of this application will be dealt with in the strictest confidence.
- The 16-19 Bursary fund is cash limited and can only be allocated while funding lasts. Funding cannot be guaranteed in cases of over-demand.

Please return this form to:**Mrs C Leonard****Finance Officer****Tytherington School****Macclesfield,****SK10 2EE****cleonard@tytheringtonschool.co.uk**