



SIXTH FORM

FRAMWELLGATE SCHOOL DURHAM

16-19 Bursary/Discretionary Financial Support

Please read these guidance notes carefully before completing the online application form. If you submit incorrect or no evidence, your application will be delayed considerably.

By submitting the application form, you have agreed to the terms and conditions as if you had signed

We have four bursaries available:

1. 16 – 19 Bursary for young people in defined vulnerable groups
2. 16 – 19 Discretionary Financial Support
3. 16 – 19 Travel Bursary
4. 16 – 19 Laptop Loan Bursary

1. 16 – 19 Bursary for young people in defined vulnerable groups

Eligibility:

- A student must be aged 16 or over but under 19 on 31 August in the year of application.
- on an ESFA funded course

and in one of the following groups:

- in care
- care leavers
- receiving Income Support, or Universal Credit because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them, such as a child or partner
- receiving Disability Living Allowance or Personal Independence Payments in their own right, as well as Employment and Support Allowance or Universal Credit in their own right
- A minimum rate is set by government. Minimum rate for 2022/23 is set at £1200

Accepted Evidence:

- letter from Social Worker
- Universal Credit statements x 3 most recent months in student's name

- Universal Credit statements x 3 or ESA letter **plus** DLA or PIP letter, both in student's name

2. 16 – 18 Discretionary Financial Support

Eligibility:

- A student must be aged 16 or over but under 19 on 31 August in the year of application
- on an ESFA funded course

and in one of the following groups:

- those in receipt of free school meals in Year 11 in 2021 – 2022 and those whose parents/carers are currently in receipt of a means-tested benefit (Income Support, Employment and Support Allowance (ESA), Tax Credit where *household income is less than £16,190, Guaranteed Element of State Pension Credit or Universal Credit).
- those whose parents/carers are currently in receipt of a Tax Credit Award Notification showing a total *household income of £30,500 or below (or Universal Credit).
- those whose financial circumstances have changed since the end of the tax year and don't fall into one of the above groups. Financial evidence will need to be shown to demonstrate an income of less than £30,500 i.e., P60, self-employment accounts, pension.

***Household income (total combined income from, for example, taxable income including earnings, some state benefits, pensions, rental income, income from trust and tax credits)**

Accepted Evidence:

- Tax credit form for 2022- 2023 (CTC needs to show student in education and receiving the full year's money, not half a year)
- If the Provisional Tax Credit form for 2022-2023 is presented a clause will be added that the amended tax credit form must be presented before the end of the first term for the bursary to continue for the full academic year
- Annual Review End of Year form for 2022 showing child tax credit amount and income
- P60 or a few wages slips showing 'yearly income to date' of all employed household
- Employment and Support Allowance (ESA) or Income Support (IS) Letter
- Carers Allowance letter
- Pension evidence:
 - state pension, private pension and pension credit
- Bank statement showing ESA or IS or pension with an official document to support.

- Universal Credit – 3 most recent monthly award statements
- Rental income

If you are approved for the Bursary Fund you could access assistance with: -

- Essential equipment for your course e.g. art supplies
- DBS checks for work experience
- Stationery e.g., USB pen, sketchbook, notebook
- Travel contribution (over 3 miles and not receiving Local Authority assistance). Please note that financial assistance is subject to 100% attendance. **Tickets or receipts must be presented** - see below for more information***
- Contribution to college course-related trips.
- Essential course textbooks
- Print credit: students are given £5 when the bursary is first agreed, and students can request top ups during the year.
- University open days/university interview travel costs (funds permitting). University email evidence and travel tickets to be sent to Mrs Brown brown.m@framdurham.com
- Exam resits
- Possible loan of a bursary laptop or camera to be used for coursework.

*****Travel**

- We will not fund travel for students who live within a 3-mile radius of Framwellgate Sixth Form unless there are exceptional or medical circumstances which will be treated on a case-by-case basis.
- If travel assistance is agreed upon, students will be issued with a travel voucher or will need to present proof of purchase to Mrs Brown. The travel contribution is subject to the attendance % of the previous 4-week period. The contribution will be paid by BACs payment. **Payments are made to students only, not a parent/carer.**
- **All travel tickets and receipts need to be kept, scanned or photographed and submitted to Mrs Brown via brown.m@framdurham.com.**

3. 16 – 18 Discretionary Financial Support - Low Priority Students

Low priority students for whom there are other significant financial barriers to learning:

Applications for bursary awards can be made where the school has evidence that family income is £35,000 or below and there are exceptional costs that act as a significant barrier to continued learning.

If you have an identifiable financial need and do not fall into levels 1 or 2 above and you think you are eligible for support, please complete the main application form and

tick the box for level 3 bursary. Those in the level 3 group will be considered for funding based on the school's allocation and subject to available funding after those in level 1 and level 2 have been awarded.

The maximum value is £500 per annum.

4.Travel Bursary

Eligibility:

- A student must be aged 16 or over
- on a ESFA funded course
- have a family *household income of £35,000 or below

**Household income (total combined income from for example, taxable income including earnings, some state benefits, pensions, rental income, income from trust and tax credits)*

Accepted Evidence:

- Tax credit form for 2022- 2023 (CTC needs to show student in education and receiving the full year's money, not half a year)
- if the Provisional Tax Credit form for 2022-2023 is presented a clause will be added that the amended tax credit form must be presented before the end of first term for the bursary to continue the full academic year
- Annual Review End of Year form for 2022 showing child tax credit amount and income
- P60 or a few wages slips showing 'yearly income to date' of all employed household
- Employment and Support Allowance (ESA) or Income Support (IS) Letter
- Carers Allowance letter
- Pension evidence:
 - state pension, private pension and pension credit
- Bank statement showing ESA or IS or pension with an official document to support.
- Universal Credit – 3 most recent monthly award statements
- Rental income

*If granted, please see above for Travel information***; no other award will be given.*

5. Laptop Loan Bursary **Please note that devices are limited and will be issued on a first come first served basis*

Eligibility:

- A student must be aged 16 or over
- on a ESFA funded course
- have a family *household income of £40,000 or below

***Household income (total combined income from for example, taxable income including earnings, some state benefits, pensions, rental income, income from trust and tax credits)**

Accepted Evidence:

- Tax credit form for 2022- 2023 (CTC needs to show student in education and receiving the full year's money, not half a year)
- If the Provisional Tax Credit form for 2022-2023 is presented a clause will be added that the amended tax credit form must be presented before the end of first term for the bursary to continue the full academic year
- Annual Review End of Year form for 2022 showing child tax credit amount and income
- P60 or a few wages slips showing 'yearly income to date' of all employed household
- Employment and Support Allowance (ESA) or Income Support (IS) Letter
- Carers Allowance letter
- Pension evidence:
 - state pension, private pension and pension credit
- Bank statement showing ESA or IS or pension with an official document to support.
- Universal Credit – 3 most recent monthly award statements
- Rental income

If granted the Laptop Loan bursary, the student will be sent a laptop loan form to be signed by both the student and a parent/carer. The signed form should be returned to Mrs Brown to exchange it for a Sixth Form Laptop. The laptop can be used for the academic year and will need to be returned to Mrs Brown by the end of summer term, or sooner if the student leaves Framwellgate Sixth Form before completing the year. No other award will be given.

Privacy Notice

The information you provide on your application form is collected and handled in compliance with the General Data Protection Regulation 2018 (GDPR). It will be used by Framwellgate School Durham to administer and manage the Bursary Fund scheme (including the detection and prevention of fraud).

Allocation of funding

- The school will allocate bursaries to students on a priority basis.
- The school has discretion, where a clear rationale is given, to supplement awards based on individual circumstances.

Fraud

A parent/carer and student must confirm that all information provided is true and must notify Framwellgate School Durham if any circumstances change. The bursary will be provided on the basis that certain conditions set by the school, as detailed in the 16-19 Bursary Contract, will be adhered to. Parents/carers and students will be required to jointly sign applications so that they understand that money may be claimed back, and eligibility withdrawn should they knowingly provide information which is discovered to be false.

All bursary payments will be subject to the conditions laid down in the 16 – 19 Bursary Contract, including attendance, behaviour, completion of coursework and completion of courses enrolled upon.

Learners and their parents/carers should understand that the available fund is limited. Any appeals against decisions can be made to the Academy Business Director- Miss Pattison.

Appeals

All students have a right to appeal against any decision made in respect of a bursary awarded or not awarded. Appeals must be made in writing and submitted within two weeks of the decision. The final decision on appeal is taken by a panel including the Head Teacher and the Academy Business Director.

At no point in the process will the circumstances of other bursary receipts be discussed for reasons of confidentiality.

Application

Please complete the application form and return to the Sixth Form Office together with supporting documentation (as detailed on the form). The Head of Sixth Form will review applications to ensure there is evidence of compliance with these guidelines. The total fund delegated to school is finite; Vulnerable Student Bursary takes priority. There is no guarantee that all/any level 2 Discretionary Bursary claims will be met, as this is dependent upon demand at any given time for both the Vulnerable Student Bursary and the Discretionary Bursary level one claims. Students who are eligible for any level of funding should complete the online application form. The bursaries will be reviewed each term. Entitlement to make the qualification is not a guarantee of funding; our

allocated funds are limited, so support will be awarded to students who demonstrate greatest need.

Continued payment of the bursary will be dependent on the student's attendance rate. This will be monitored by the sixth form pastoral team and recommendations to cease payment will be provided to the administration team prior to any payment date if students do not meet the required rate of attendance. The student will be informed of this decision by letter.

Please use the below link to apply for Sixth Form Bursary.

<https://forms.office.com/r/aM5utwS3c9>

Bursary Claim Form – once your application has been approved, please use the below link to make a claim.

<https://forms.office.com/r/fJPzAmf2tE>

Declaration of Circumstances Form – please complete this if you have already had an application approved.

<https://forms.office.com/r/CsXpCvVQkr>

Laptop Loan Agreement Form – once your application for the loan of a laptop is approved, please see Mrs Brown for the next steps.