



10 September 2020

Dear Parent/Carer

### **16-19 Student Bursary Fund**

The Government provides the school with a fixed sum of money to delegate to Sixth Form students who are deemed to be in need of financial support. This support will be in the form of a bursary. There are two types of bursary, an Entitlement Bursary and a Discretionary Bursary, details of which are on the attached SJP 16-19 Bursary Policy. The criteria which must be met in order for students to qualify for financial support are also found on the policy.

Students are able to apply for **one or the other** of the bursaries according to their financial circumstances. Only students who are eligible should apply.

If your child is currently or previously classed as Looked After by a Local Authority, or is currently on free school meals you do not need to provide proof of income.

If you feel your son/daughter is eligible to receive a bursary, please complete the attached application form and provide the necessary evidence required in order that your claim may be processed efficiently.

Please do not hesitate to contact me should you require any further clarification.

Yours sincerely

Mrs A Lock  
Director of Sixth Form



## St John Plessington Catholic College 16-19 Bursary Policy Guidance for Parents and Students – 2020-21

**This document provides the information you need regarding the 16-19 Bursaries, including who is eligible and how to apply. Read this carefully. If you need further guidance or assistance with your application, please contact the School Office Manager, Mrs C Lamb.**

Any application made to the school will be dealt with confidentially. If we request further information from you, this will be made by letter, to the parent/carer at the home address.

The Government have announced a new Student Bursary Fund. The school will receive a fixed sum of money to delegate to Sixth Form students who are deemed to be in need of financial support. This support will be in the form of a bursary which can be used to help pay for travel costs, essential course costs; books, trips, equipment, uniform, materials etc. There are two types of bursary and students are able to apply for **one or other** of the bursaries according to their financial circumstances. Only students who are eligible should apply.

- 1. An Entitlement Bursary Fund of £1,200 per annum** for students in the following categories:
  - Young people who are 16-19 years, living independently and claiming Income Support
  - Young people who are looked after by the Local Authority
  - Young people who are Care Leavers i.e. are no longer looked after by the Local Authority
  - Young people who are 16-19 years, a parent and receiving Income Support
  - Young people who are 16-19 years and receive Income Support for any reason.

**OR**

### **2: Discretionary Bursary**

St John Plessington Catholic College has been given a cash limited fund to support students from low income backgrounds to enable them to make good progress with their Sixth Form studies. The Bursary will be approved subject to the student having met an attendance target of 96% and a report from teachers to indicate that deadlines have been met and work is up to date. Before the bursary is paid, the parent, or student living independently, will have to apply using the application form attached and provide the necessary evidence. The value of the bursary will be used to pay for items to enable the student to study for their course.

The following will be taken into account when determining a student's eligibility:

- (1) Whether the student is entitled to free school meals
- (2) If the student's household is on a low income (below £23,000), proven by being in receipt of an 'income based benefit'. By 'income based benefit' we mean the following:
  - Income support
  - Working Tax Credit/Child Tax Credit/Universal Credit
  - Income based Employment and Support Allowance
  - Other benefits and pensions
- (3) If exceptional financial circumstances apply, evidence of income must be supplied via pay slips, details of entitlement to other benefits (e.g. Widow's pension, Disability Living Allowance), insolvency details etc.

**PLEASE KEEP THIS PAGE**

### 3: Application, Assessment and Payment

- Check the criteria carefully to ensure that you are eligible for a bursary. You may wish to see the advice of the Head of Learning or Learning Coach.
- If you think that you are eligible, then a parent, or student if living independently, completes the application form attached to this guidance, and submits it along with evidence, to the school Office Manager, Mrs C Lamb.
- An assessment of the financial circumstances is made using the evidence supplied and confirmation of eligibility or decline will be sent by letter.
- Payment eligibility will be assessed. Bursary is subject to the students complying with the Sixth Form Agreement.
- If required, we will provide resources for you to study your subjects which can include travel to College, essential course equipment/kit, UK based visits/college trips, UCAS fee.
- If provided with equipment, computer equipment or text books, these must be returned to College at the end of the course.

### 4: Appeal

Parents, or students if living independently, have the right of appeal against the decision made. A letter stating the reasons for your appeal, setting out the case fully and providing additional evidence should be submitted to the Head Teacher, Ms M Sharratt. A Panel consisting of members of the Governing Body will consider the Appeal. Their decision will be final.

#### Please note

You should either hand your application, in an envelope marked **Student Bursary for the attention of Mrs C Lamb**, to college reception or post it to the following address within 2 weeks of receiving this application form:

Office Manager  
Mrs C Lamb  
St John Plessington Catholic College  
Old Chester Road  
Bebington  
Wirral  
CH63 7LF

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**St John Plessington Catholic College 16-19 Bursary Fund for Sixth Form Students  
Application Form – page 1**

(Please see guidance notes to assist with application)

**Please use Capital Letters**

**Part 1: Student Details**

Forename	
Surname	
Year & Form	
Date of Birth	
Home Address Line 1	
Town	
Postcode	
Telephone Home:	
Mobile:	
Email Address	
Do you Live with Parents/Carers	Yes / No
Do you live alone/independently?	Yes / No
How will you travel to College?	<input type="checkbox"/> College Bus <input type="checkbox"/> Walk/Cycle <input type="checkbox"/> Other
Course Title 1	
Course Title 2	
Course Title 3	
Course Title 4	
Please indicate what you would like help with	<input type="checkbox"/> Essential course equipment / kit <input type="checkbox"/> Travel to college <input type="checkbox"/> Contribution towards UK based College trips/university open days <input type="checkbox"/> UCAS fee

**Part 2: Parent/Carer Contact Details**

Title	
Forename	
Surname	
Relationship	
Address	
Postcode	
Telephone Home:	
Mobile:	
Email Address	

**Part 3: Household Details**

How many adults in the household?	
How many other children under 18 in the household?	

**St John Plessington Catholic College 16-19 Bursary Fund for Sixth Form Students  
Application Form – page 2**

(Please see guidance notes to assist with application)

**Part 4: Circumstances**

**You may be eligible to receive either Entitlement Bursary OR Discretionary Bursary**

If any of the following circumstances apply to **you, the student**, you may be eligible to an **Entitlement Bursary**.

Please tick the appropriate box and provide proofs if c, d or e:

- a) You are looked after by the Local Authority  
**(income proofs are not required)**
- b) You are a Care Leaver, i.e. are no longer in the care of the Local Authority  
**(income proofs are not required)**
- c) You are 16-19, live independently and claim income support
- d) You are 16-19, a parent and receive Income Support
- e) You are 16-19 and receive Income Support IS, or Disability Living Allowance DLA, or Personal Independence Payment PIP, or Employment and Support Allowance ESA, or Universal Credit UC

OR

If any of the following circumstances apply to **you, the student**, you may be eligible to a **Discretionary Bursary**.

Please tick the appropriate box:

- You are in receipt of free school meals **(income proofs are not required)**
- Household on low income (below £23,000) (one income proof required, listed below)
- Other exceptional financial circumstances (please provide reason and proofs)

**Part 5: Income Details (For Household)**

**Please indicate which of the following benefits/income your household are currently in receipt of. Please send ONE of these as evidence of the household income.**

Type of Income		Yes/No	Evidence required
A	Free School Meals	N/A	Evidence not required
B	Income Support		An award letter which is less than 3 months old on the date of application
C	Working Tax Credit/Child Tax Credit/Universal Credit		Pages 1-4 of your most recent Award which show your name, address and annual income
D	Income based Employment and Support Allowance (ESA)		An award letter which is less than 3 months old on the day of application
E	Other Benefits/Pensions (specify)		An award letter which is less than 3 months old on the date of application
F	Earned income with no additional benefits		Include last 3 monthly wage slips or last 6 weekly wage slips or 4 fortnightly wage slips
G	Self-employed earnings with no additional benefits		Audited accounts or official tax return

**St John Plessington Catholic College 16-19 Bursary Fund for Sixth Form Students  
Application Form – page 3**

(Please see guidance notes to assist with application)

**Part 6: Student Bank Account – only complete if applying for an Entitlement Bursary**

<b>The student needs a current account in their name.</b>	
Student Bank Account Name	
Bank/Building Society Name	
Sort Code:	
Account Number	

**Part 7: Declaration**

<input checked="" type="checkbox"/> 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 I do not/my son/daughter does not complete the course. It is my responsibility to inform the school of any change in my financial circumstances likely to affect my/my son/daughter's eligibility for this bursary.	
Signature of parent (or student if living independently)	
Signature of Student	
Name of Student	
Date	

Please return this form to:  
Office Manager  
Mrs C Lamb  
St John Plessington Catholic College  
Old Chester Road  
Bebington  
Wirral  
CH63 7LF

**For SJP Use Only**

Application Approved <input type="checkbox"/>				Application Rejected <input type="checkbox"/>				Application Awaiting Proofs <input type="checkbox"/>			
<b>Bursary Type</b>		Entitlement Bursary <input type="checkbox"/>		Discretionary Bursary <input type="checkbox"/>							
Proofs Received & Approved <input type="checkbox"/>											
Proofs .....											
Reason .....											
Signature						Date					
Course Equipment			Travel to College			Contribution towards UK based College trips/university Open Days			UCAS Fee		