



# WALLINGTON

COUNTY GRAMMAR SCHOOL

## APPLICATION FOR 16-19 BURSARY FUNDS 2024 - 2025

Please complete the form accurately. Should you have any questions please speak to the WCGS Finance Officer

### SECTION 1: Student Details

Surname:	Forename:
Date of Birth:	Age on 1 <sup>st</sup> September 2024:
Address:	
	Postcode:
Home Telephone:	Mobile:
Your Email:	

### SECTION 2: Please provide details of one or both parents you live with - where applicable

	Adult 1	Adult 2
Surname/Family Name		
First Name		
Relationship to applicant		
Adult 1 email address		
Adult 2 email address		
Adult's signature		

### Section 3: Vulnerable Bursaries

This section is for students who may be eligible for a vulnerable bursary of up to £1,200. If any of the below criteria apply, you are eligible to apply for a vulnerable bursary.

Each application is assessed on a case-by-case basis and eligibility does not entitle any student to receive the bursary. If you are eligible for a vulnerable bursary, but assessment finds that you do not require it, e.g., there are no financial needs or financial needs are already met via alternative means, then you may not be allocated a bursary, or a reduced amount of funding may be offered.

### Section 3: Vulnerable Bursaries cont'd

Please tick as appropriate. If you ticked 'No' to all these questions, please skip the rest of this section and go to section four.

Are you in care?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you a recent care leaver?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you receiving Income Support or Universal Credit as a result of supporting yourself financially, or supporting someone dependent on you and living with you, such as a child or partner?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you receiving Disability Living Allowance or Personal Independence Payments in your own right, as well as either Employment Support Allowance (ESA)* or Universal Credit?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

### Evidence you will need to provide

If any of the above criteria apply, you must provide suitable evidence to support your application. Copies of this evidence will be retained for six years for auditing purposes.

Please provide evidence as follows:

- If you are in care or a recent care leaver: written confirmation, such as a letter or an email, of your current or previous looked-after child status from the relevant local authority (the local authority that looks after you or provides your leaving care services)
- If you are in receipt of Income Support: a copy of the Income Support award notice, which must evidence that you are entitled to the benefit in your own right and confirm that you can be in further education or training
- If you are in receipt of Universal Credit: copies of the Universal Credit Award notice from the last **three months**, which must evidence that you are entitled to the benefit in your own right, as well as additional documentation to confirm your independent status, e.g., a tenancy agreement in your name, a Child Benefit receipt, a child's birth certificate or utility bills
- If you are in receipt of Universal Credit or ESA and Disability Living Allowance or Personal Independence Payments: a copy of the Universal Credit or ESA award from the Department for Work and Pensions, as well as evidence of your receipt of Disability Living Allowance or Personal Independence Payment.

Please see appendix 1 for further information.

### Section 4: Discretionary Bursaries

This section is for students who may be eligible for a discretionary bursary. These will be allocated on different levels (L1, L2 or L3) based on your needs. We assess applications for discretionary bursaries on a case-by-case basis. If your application is successful, the panel will decide the allocated needs. Household income will be considered alongside the other factors in this section to determine your needs. Please see appendix 1 for further information.



## Section 5: funding needs

Please fill out the table below to outline how much funding you require to cover each cost and, where applicable, the length of time you require the funding for, e.g. six months of transport. The panel will use the information provided in this section alongside the information outlined in sections three and four to determine the outcome of the application.

Item	How much will you need? (£)	How long for? (months)
<p><b>Transport (per day) You must live more than 8 miles from WCGS Sixth Form. Provide train details.</b></p> <ul style="list-style-type: none"> <li>• Station: _____</li> <li>• Cost per day with railcard discount X 185 days OR</li> <li>• Equivalent annual season ticket price</li> </ul> <p>Please enter the amount for the most cost effective in the right-hand column</p> <p>Your 16 + zip card gives you free use of buses and trams. 18+ gives 30% discount on travel.</p>	£ _____	
Textbooks - please specify below which textbooks		
Uniform cost – Max cost £150 for 1 suit, 3 shirts or blouses.		
Educational trips linked to your subjects		
Fees for university entrance tests, such as BioMedical Admissions Test (BMAT) and similar entrance tests.		
University open days/ interviews at University( must be authorised by the Director of Sixth Form.		
The loan of a Chromebook/ graphical calculator. (Bursary awards cannot be used to purchase laptops or graphical calculators).	Yes                  No	<b>If your application is approved you will sign a loan agreement for one academic year.</b>
School meal provision - £3.70 per day – This will be decided on household income or circumstances		
Other (please specify)		

Careful consideration will be given to your requests and if the items are relevant to supporting you in your studies for this academic year.

**PLEASE SEE APPENDIX 1.** Not providing the correct evidence will delay the process of your application. Should you need further assistance please contact the Finance Officer by emailing [accounts@wcgs.foliotrust.uk](mailto:accounts@wcgs.foliotrust.uk)

**Please add any further information to support your application. Please attach any additional A4 papers used to support your application at the back of your application form.**

### Section 6: Bank Details

Please complete the table below with details of your bank account. This should be your own bank account, not the bank account of a parent. Payments can only be made to joint accounts where you are the named account holder. Joint account holders must attach a current account statement to this form as evidence.

Students and parents should note that, should an application be successful, the Panel will make in-kind payments wherever possible, e.g. in travel vouchers, books or equipment. Payments made directly to bank accounts will only be made where in-kind payments are not possible.

#### Bank or building society details

<b>Name of bank</b>	
<b>Address of branch</b>	
<b>Name of account holder</b>	
<b>Account number</b>	
<b>Sort code</b>	

### Section 7: Important Information

#### Dates for submitting application

All applications for the bursary should be submitted by 15<sup>th</sup> September. This will enable us to assess the overall demand and distribute discretionary awards correctly and fairly.

We understand, however, that some needs may arise throughout the academic year. There will be no cut-off date for any application, in order to ensure students' needs can be met throughout the academic year.

Wherever possible, however, applications should be submitted by the date outlined above so that funds can be distributed at the beginning of the next academic year.

Students and parents should note that we would review students' bursaries every year to ensure that they still require the support they receive.

### **Meeting attendance and behaviour expectations**

For an application to be successful you must meet the agreed standards for attendance and behaviour set by WCGS sixth form. You must adhere to the Attendance Policy and Behaviour Policy and have a minimum attendance rate of 95 percent at timetabled lessons and punctuality above 96% to continue to be eligible for a bursary. Authorised absences will not affect your eligibility for the bursary. Holiday breaks and unauthorised absences are not permitted during school time and will affect your eligibility.

Students and parents should be aware of the impact that poor attendance and behaviour may have on eligibility for a bursary. Where there are concerns regarding attendance or behaviour, the Panel may withhold further payments of the bursary. The Panel will also stop payments where a student has been absent for a period of four consecutive weeks or more, excluding holidays or if there is evidence the student intends to return.

### **Providing false information**

Students and parents must be aware that any evidence provided to support this application must be valid. The Panel has the right to investigate any false information supplied and will stop further payments, and attempt to recover any past payments, where it is apparent that supplied information is misleading or fraudulent.

If significant fraud is identified, the Panel will report this to the Education and Skills Funding Agency and may also report it to the police. Significant fraud involves the following:

- The amount of money is in excess of £1,200
- The particulars of the fraud are novel, unusual, systematic or complex
- There is likely to be great public interest due to the nature of the fraud or the people involved

### **Maintaining confidentiality**

Any information given to the Panel will only be used for the purpose of processing your application for a 16-19 bursary. Your information, eligibility or application (whether successful or not) will not be shared with other students, members of staff, or other parties unless necessary for the application. Where we deem it necessary to share this information, we will only do so with your consent, unless the law permits us to do so without. We understand the need for maintaining confidentiality and appreciate that applications for the bursary are sensitive.

The Panel has a duty to protect public funds it handles. The information provided in this form may be used to prevent and detect fraud. For the same reason, the information provided may be shared with third party organisations who handle public money. You will be informed if your information is being shared, in accordance with the UK GDPR and Data Protection Act 2018. The information will be held in accordance with storage requirements defined by the UK GDPR and will be held for as long as necessary.

### Section 8: Declaration

I confirm that the information provided in this application is accurate and correct. I understand that any incorrect information provided will lead to the rejection of the 16-19 bursary application. If any information presented in the form changes, I will inform the Finance Officer immediately to ensure funding is allocated correctly.

<b>Name (student)</b>	
<b>Signature</b>	
<b>Date</b>	
<b>Name (parent)</b>	
<b>Signature</b>	
<b>Date</b>	

## For office use only

Fill in the table below as applicable and use the eligibility checklist to outline whether sufficient evidence has been received to support the student's application.

Details		
<b>Date application received</b>		
<b>Application &amp; evidence checked by</b>		
<b>Date of bursary review</b>		
<b>Has the student's application been accepted or declined?</b>	Accepted <input type="checkbox"/>	Declined <input type="checkbox"/>
<b>Reason for application being accepted or declined</b>		
<b>Is evidence present?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>If any, which bursary has been approved?</b>		Not approved <input type="checkbox"/>
Eligibility checklist		
Vulnerable bursaries only		
In care or care leaver		
<b>Written confirmation of current or previous LAC status from relevant LA</b>	<input type="checkbox"/>	

<b>In receipt of Income Support</b>	
Copy of Income Support award notice – this includes evidence that the student is entitled to the benefit in their own right and confirms that the student can be in FE or training	<input type="checkbox"/>
<b>In receipt of Universal Credit</b>	
Copies of the Universal Credit Award notice from the last <b>three months</b> – this includes evidence that the student is entitled to the benefit in their own right	<input type="checkbox"/>
Confirmation of the student’s independent status, e.g. a tenancy agreement in the student’s name, a Child Benefit receipt, a child’s birth certificate or utility bills	<input type="checkbox"/>
<b>In receipt of Universal Credit or ESA and Disability Living Allowance or Personal Independence Payments</b>	
A copy of the Universal Credit or ESA award from the Department for Work and Pensions	<input type="checkbox"/>
Evidence of receipt of Disability Living Allowance or Personal Independence Payment	<input type="checkbox"/>
<b>Discretionary bursaries only</b>	
<b>Household income and circumstances</b>	
Evidence of household income at either L1, L2 or L3	<input type="checkbox"/>
Evidence of living in a single-parent family	<input type="checkbox"/>
Evidence of having a dependent sibling	<input type="checkbox"/>
Evidence of being a young carer	<input type="checkbox"/>
Evidence of being a parent	<input type="checkbox"/>
Evidence of being in receipt of FSM	<input type="checkbox"/>
<b>Travel and course information</b>	
Evidence of living 8 or more miles away from the Panel	<input type="checkbox"/>



## Appendix 1. 16 – 19 Bursary Fund Documentations

BURSARY GROUP	ELIGIBILITY CRITERIA	DOCUMENTATIONS REQUIRED
For defined vulnerable groups	<p>The defined vulnerable groups are students 16 – 19 who are in:</p> <ul style="list-style-type: none"> <li>• In care or a care leaver</li> <li>• Receiving income support or universal credit in their own name as they financially support themselves.</li> <li>• Receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIP) or Employment Support Allowance (ESA)</li> </ul> <p>In some cases, a student may meet the eligibility criteria for the defined vulnerable group; however, they are not in need of the financial support or may not have any relevant costs.</p>	<p><b>DOCUMENTATIONS REQUIRED</b></p> <ul style="list-style-type: none"> <li>• In care or a care leaver are required to provide written confirmation of their current or previous status from the relevant local authority. Either a letter or email clearly showing it from the local authority.</li> <li>• If you are in receipt of Universal Credit or ESA and Disability Living Allowance or Personal Independence Payments: a copy of the Universal Credit or ESA award from the Department for Work and Pensions, as well as evidence of your receipt of Disability Living Allowance or Personal Independence Payment.</li> </ul>
Discretionary Bursary Fund - Level 1	<p>For students aged 16 – 19</p> <p>Have a gross household income less than £16,190</p> <p>OR</p> <p>Are entitled to Free School Meals</p>	<p>Evidence of household income such as:</p> <ul style="list-style-type: none"> <li>• P60 AND last 3 months' payslips</li> <li>• Self-employment income evidence</li> <li>• Benefit award notice from DWP dated in the last 3 months. Older notices accepted <b>if</b> accompanied with recent bank statements naming benefit received</li> <li>• Working Tax Credit/Child Tax Credit award notice</li> <li>• Universal – 3 most recent monthly award statements to estimate assumed income for the full year</li> <li>• Company or private pension statement if in receipt</li> <li>• Support under VI of the Immigration Act 1999 award letter</li> </ul> <p>Certified letter from the Local Authority regarding Free School Meals</p>
Discretionary Bursary Fund – Level 2	<p>For students aged 16 – 19</p> <p>Have a gross household income more than £16,190 and less than £20,817</p>	<p>Evidence of household income such as:</p> <ul style="list-style-type: none"> <li>• P60 AND last 3 months' payslips</li> <li>• Self-employment income evidence</li> <li>• Benefit award notice from DWP dated in the last 3 months. Older notices accepted <b>if</b> accompanied with recent bank statements naming benefit received</li> <li>• Working Tax Credit/Child Tax Credit award notice</li> </ul>
Discretionary Bursary Fund - Level 3	<p>For students 16 – 19</p> <p>Have a gross household income more than £20,817 and less than £32,000.</p> <p>No Recourse to Public Funds capital threshold £22700 per annum – no money will be given only items in kind</p>	<ul style="list-style-type: none"> <li>• Universal – 3 most recent monthly award statements to estimate assumed income for the full year</li> <li>• Company or private pension statement if in receipt</li> <li>• Support under VI of the Immigration Act 1999 award letters</li> </ul>