

## Beths Grammar School - 16-19 Bursary Application Form - Academic Year 2023-2024



**\*Deadline for submission: Friday 30<sup>th</sup> September 2023\***

**Prior to completion, please read:**

1. Beths Bursary Policy Statement for 2023-2024 (school website)
2. Government guidelines at [www.gov.uk/1619-bursary-fund](http://www.gov.uk/1619-bursary-fund)

STUDENT DETAILS (print clearly)	
FIRST Name	
MIDDLE Name (s)	
SURNAME	
HOME ADDRESS	
Date of Birth	
Form Group	
Student email address	

Type of Bursary applying for (tick **ONE** box only):

☐ **Vulnerable Student Bursary (for those students in one of the defined groups below)**

You could be eligible for **up to** £1,200 if at least one of the following applies:

- You are in, or have recently left, Local Authority care
- You receive Income Support or Universal Credit because you are financially supporting yourself
- You receive Disability Living Allowance (DLA) in your name as well as Employment and Support Allowance (ESA) or Universal Credit (UC) in your name
- You get Personal Independence Payment (PIP) in your name as well as either ESA or UC in your name

Documentary Evidence to be provided for Vulnerable Bursary:-

- written Local Authority confirmation as to your status OR
- your letter from DWP setting out the benefit(s) to which you are entitled

☐ **Discretionary Bursary (for those students who do not qualify for a Vulnerable Student Bursary)**

- An annual award (paid in instalments) which is made at the discretion of the school, to provide financial assistance for a specific educational purpose (e.g. books and equipment, uniform, travel to and from school, educational visits).
- Applications may be made at any time during the academic year, however, the majority of Bursary funding will be allocated in the autumn term, therefore any in-year or one-off, exceptional, urgent applications will be subject to individual circumstances and remaining available funds.
- Attendance, punctuality and behaviour will be taken into account when assessing the level of payments

DISCRETIONARY BURSARY		
PARENT(S) /CARER(S) AT STUDENT'S HOME ADDRESS		
	Parent/Carer 1	Parent/Carer 2
Name		
Relationship to Student		
Annual Income ( <i>please provide monthly breakdown below</i> )	£	£
- Salary		
- Self- Employed		
- Tax Credit		
- Universal Credit		
- Income Support		
- Job Seekers Allowance		
- Housing Benefit		
- Child Benefit		
- Pension		
Other (e.g. from another household - Child Support/Maintenance)		
DISCRETIONARY BURSARY		
PARENT(S) /CARER(S) <i>with parental responsibility but</i> AT DIFFERENT ADDRESS TO STUDENT		
	Parent/Carer 1	Parent/Carer 2
Name		
Relationship to Student		
Address		
Annual Income	£	

DOCUMENTARY EVIDENCE TO BE PROVIDED RE INCOME – FULL documents (not part thereof)		
	Enclosed (v)	
Tax Credit Award Notice for 2023-2024 Tax Year		
Universal Credit Award for 2023-2024 (most recent 3 months)		

Please note that additional documentation may be requested to support the application  
(e.g. Child Benefit award, bank account statements, P60 Certificate, wage slips, self-employment accounts)

MODE OF TRAVEL TO SCHOOL	Weekly cost

STUDENT BANK ACCOUNT DETAILS	
Account Holder's Name	
Name of Bank and branch address	
Account Number	Sort Code

## **SIGNATURES - Student and Parent(s)/Carer(s) to sign**

Please read the following before signing to confirm:-

- I have read and understood the contents of the Government's Bursary Guide for Young People and Beths Grammar School's Bursary Policy Statement
- I confirm that any bursary funds will be used to help participate in education and not to support general household incomes
- All of the information contained in this application is correct
- I give permission for any of the information to be checked by the school and acknowledge that the school may request additional supporting documents
- Notification will be provided to the school immediately should there be changes to my household financial circumstances
- I understand that if any of the information provided is found to be false, payments could be stopped and steps taken to recover any payments already made. It may also result in a referral to the Police with the possibility of prosecution
- I understand that it is a serious offence to give false information and that to prevent and detect fraud my application may be shared with other organisations that control public funds
- I understand that if a student leaves school before the end of the Academic Year, future payments will be stopped
- I acknowledge that details of this application may be shared with relevant members of staff at my school but this will be on a 'need only' basis
- I understand that by signing below I am agreeing to the attendance, punctuality and behaviour requirements as set out in this document
- I confirm that bank account details that have been given are for the student
- I confirm that all other income or financial support available from another household to support the student has been declared in this application

Student signature.....

Date.....

Parent/Carer 1 signature.....

Date.....

Parent/Carer 2 signature.....

Date.....

## ATTENDANCE/PUNCTUALITY/BEHAVIOUR POLICY

The award of a Discretionary Bursary is conditional on students meeting agreed standards of attendance, punctuality and behaviour.

### **ATTENDANCE**

In order for your payment to be authorised you must attend all timetabled lessons. An overall minimum level of attendance of 95% must be met.

Any unexplained absences not cleared before payment may result in a deduction in the amount due to be paid.

- **ILLNESS**

If you are unwell and unable to attend school, **a parent** needs to inform the school on your first day of absence before 9.00am. The nature of the illness must be given; 'ill' or 'unwell' will not be acceptable. If the school is not contacted by phone or by email by 9.00am on your first day of illness, your payment may be affected.

If you are unwell during the day and leave school without permission, this will be recorded as unauthorised absence. This also applies if you fail to return to school after lunch, unless you have been granted study leave.

If you have more than three periods of absence in any half-term, you may be interviewed to determine if payments will be made for future absences.

Payment may be reduced for long-term absence through illness and for which a medical certificate will be required

- **DOCTORS/DENTAL APPOINTMENTS**

Doctors and dentist appointments need to be made outside of school hours. Where this is not possible, they should be made during Directed Study time **and supported by a doctor's note or appointment card.**

- **HOSPITAL APPOINTMENTS**

Payment will be authorised on receipt of a hospital letter **in advance** of the appointment

- **ABSENCES**

#### **Absences Which Can Be Foreseen**

The following examples of foreseen absences require the student to provide a letter from a parent, giving the date of the expected absence and the reason for this absence.

1. A Religious holiday, pertinent to your faith.
2. A visit to a university either to attend an open day or for interview, or a career-related interview.
3. A work experience placement (unpaid).
4. Participating in a significant extra-curricular activity, such as drama, music, sport, or volunteering, which has been agreed in advance.
5. Attendance at a funeral of a close family member.
6. Territorial Army/ Cadet Forces/ Reserve Forces events.
7. A driving test (NOT Theory test)

If you know in advance that you are going to be absent, you need to inform the school beforehand. If you fail to do this, payment will be affected even if written confirmation is provided at a later date.

## **Absences Which Cannot Be Foreseen**

The following are examples of absences which could not be foreseen but can be authorised **provided that the school has been notified by phone or email on the first day of absence before 9.00am.**

1. An emergency situation involving a family member
2. Transport strikes and severe traffic delays
3. Adverse weather conditions causing the school to close or causing difficulties for students living more than three miles away to travel to school.

- **UNAUTHORISED ABSENCES**

The following reasons for absences are not acceptable and will not be authorised:-

1. Holidays
2. Part or full time work which is not part of a student's study programme
3. Birthdays or similar celebrations
4. Caring for younger siblings
5. Driving lessons

The school is entitled to withhold payment if there is doubt as to the validity of a telephone call/note covering any absence.

## **BEHAVIOUR**

You are expected to observe the rules of the Sixth Form Code of Behaviour and Dress Code and adhere to the school rules under the Home School Agreement.

## **PUNCTUALITY**

If punctuality becomes a concern, payment may be affected.

*September 2023*