



Prior to completion, please read the Government guidelines at
www.gov.uk/guidance/advice-for-young-people-16-to-19-bursary-fund-guide

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

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

Vulnerable Student Bursary (for those young people in one of the defined groups (below))

- in care
- care leavers
- getting Income Support, or Universal Credit because you are financially supporting yourself or are financially supporting yourself and someone who is dependent on you and living with you, for example, your child or your partner
- getting Disability Living Allowance or Personal Independence Payments and Employment and Support Allowance or Universal Credit. You must be getting both benefits in your own right

If applying for Vulnerable Bursary, please provide written Local Authority confirmation as to your status OR your letter setting out the benefit(s) to which you are entitled

Discretionary Bursary

- For those students who do not qualify for a Vulnerable Student Bursary. This is 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, travel costs, 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, urgent applications will be subject to individual circumstances and remaining available funds.
- Payments will be based on attendance, punctuality and behaviour.

DISCRETIONARY BURSARY		
PARENT(S) /CARER(S) AT STUDENT'S HOME ADDRESS		
	Parent/Carer 1	Parent/Carer 2
Name		
Relationship to Student		
Annual Income		

DISCRETIONARY BURSARY		
PARENT(S) /CARER(S) AT DIFFERENT ADDRESS TO STUDENT		
	Parent/Carer 1	Parent/Carer 2
Name		
Relationship to Student		
Annual Income		

DOCUMENTARY EVIDENCE TO BE PROVIDED RE INCOME		
	Enclosed (v)	
Tax Credit Award Notice for 2018/2019		

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:-

- 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 needs 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.

Actual payments, for the time being, will be made by cheque in three instalments:-

- First payment - week commencing 15th October 2018
- Second payment - week commencing 14th January 2019
- Third payment - week commencing 22nd April 2019

The school hopes to move to BACS payments in due course but will advise you in advance.

ATTENDANCE

In order for your payment to be authorised you must attend **all lessons** including Directed Study and Enrichment Activities for which you need to register/sign in.

- **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 will be reduced if you are absent for a full week.

- **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 (as set out in the Sixth Form Planner) and adhere to the school rules under the Home School Agreement.

PUNCTUALITY

You are expected to be in school EVERY morning by 8.45am, regardless of your timetable. If you are late to school, you must sign in at Reception.

If punctuality becomes a concern, payment may be affected.

September 2018