

JMF6-Abingdon 16-19 Bursary Fund Policy 2023-24

The JMF6-Abingdon 16-19 Bursary Fund is designed to help and support students who face the greatest financial barriers to participation in education and training, such as costs of transport, food or equipment.

The scheme is divided into two parts;

1. 16-19 Guaranteed Bursary

Bursaries of **up to** £1200 a year, paid termly, will be awarded to, (as far as funds allow);

- Young people aged 16 and 17 in care
- Care leavers aged 16, 17 and 18
- Young people aged 16, 17 and 18 who are in receipt of Income Support or Universal Credit, for example, young people who are living independently of their parents, those whose parents have died and teenage parents
- Disabled young people in receipt of Employment Support Allowance or Personal Independence Payment and who are also in receipt of Disability Living Allowance or Universal Credit

2. Discretionary Bursary

A bursary worth **up to** £300 per year, amount dependent upon individual circumstances, is available to JMF6–Abingdon students who are eligible for Free School Meals (FSM) or are experiencing significant financial hardship. JMF6-Abingdon recognises that not all young people who are eligible for FSM take up their entitlement, therefore the criterion for discretionary bursaries are one of:

- FSM take-up in Year 11
- FSM entitlement (not necessarily taken-up) in Year 11 and Year 12
- Evidence of significant financial hardship

Eligibility and Conditions

- Whilst it is recognised that students may face financial pressures, funding is not a right and JMF6-Abingdon has a duty to make sure that funds are awarded fairly and to those most in need.
- All JMF6-Abingdon students and parent/carers should have read the JMF6 Student Standards document. If a student in receipt of a 16-19 bursary does not fulfil any of their obligations noted in the document, particularly those relating to attendance, behaviour and academic performance, JMF6-Abingdon reserves the right to withhold part or all of their bursary
- All 16-19 Bursaries reimbursements will be paid directly into the student's bank account on receipt of expenses incurred.
- Eligible students must be under 19 on 31 August 2023 and enrolled on a full-time course.
- Applications for financial help are valid for one academic year only. Students returning to JMF6-Abingdon in September 2024 who still need financial assistance will need to make a new application.

Evidence appropriate for assessment of significant financial hardship:

- At least one of the following from the person(s) responsible for household bills

| Type of Income | Evidence Required (photocopy or scan accepted) |
|---|--|
| Working Tax Credit | Working Tax Credit Award Notice marked 2022-23. Must be for full year and not partial awards (FULL AWARD NOTICE) |
| Child Tax Credit | Child Tax Credit Award Notice marked 2022-23. Must be for full year and not partial awards (FULL AWARD NOTICE) |
| Universal Credit | Entitlement/award letter – dated within the last 3 months |
| Income Support | Entitlement/award letter – dated within the last 3 months |
| Income-based Jobseeker's allowance | Entitlement/award letter – dated within the last 3 months |
| Income-related Employment and Support Allowance | Entitlement/award letter – dated within the last 3 months |
| Annual Salary | Latest P60 or March 2023 payslip |
| Self-Employed | Copy of Self-Assessment tax return 2022-23 |

- For further information about the 16-19 bursary please click on the link:

[16 to 19 Bursary Fund: Overview - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/department/department-for-education/schools/16-to-19-bursary-fund/16-to-19-bursary-fund-overview)

JMF6-Abingdon 16-19 Bursary Application Form 2023-24

SECTION 1 – Student Details

| | |
|-----------------------|---------------------------|
| First Names: | Surname: |
| Date of Birth: | Home Telephone No: |
| Email: | Mobile No: |

SECTION 2 – Are you applying for:

- Guaranteed Bursary – please complete section 3, 5, and 6
- Discretionary Bursary – please complete section 4, 5, and 6

SECTION 3 – Guaranteed 16 – 19 Bursary (up to £1200pa)

The student who is applying for the award should tick the box that applies to them (please attach a copy of your most recent entitlement/award letter)

- I am living in care
- I am a care leaver
- I am in receipt of Income Support or Universal Credit
- I am in receipt of Disability Living Allowance or Personal Independence Payment, plus Employment Support Allowance or Universal Credit

SECTION 4 – Discretionary 16-19 Bursary (up to £300pa)

- FSM take up in Year 11
- FSM entitlement (not necessarily taken up) in Year 11 and Year 12
- I am supplying evidence of significant financial hardship (please see Bursary Fund Policy page 2 for suitable evidence - cases will be considered on an individual basis by the JMF6 Director)

SECTION 5 – Student Bank Account Details

You should check that your account can accept BACS Direct Credits.

| |
|--|
| Bank Name: |
| Branch Address: |
| Name of Account Holder: |
| Sort Code: |
| Account Number: |
| Roll Number (Building Society accounts only): |

SECTION 6 – Declaration

1. I declare that the statements made on this form are true and to the best of my knowledge are correct in every respect. I undertake to supply any additional information that may be required to verify the particulars given. I understand that if I refuse to provide information relevant to my claim the application will not be accepted. I also undertake to inform the school of any alteration to any of the particulars in writing. I agree to repay the school in full and immediately any sums advanced to me if the information I have given is shown to be false or deliberately misleading.
2. I am aware that the funding only covers the current academic year and that I must re-apply next year; there is no guarantee that I will receive funding for future years even if I am eligible for the current year.

Signed (Student):

Date:

Signed (Parent or Guardian):

Date:

Please return this form to John Mason School JMF6-Abingdon Administrator in an envelope clearly marked: **John Mason School 16-19 Bursary Fund.**

For School use:

Date Received:

Bursary Approved: Yes or No

Guaranteed Bursary or Discretionary Bursary

Authorised By:

Date:

First payment made – date:

Additional Notes: