

## **Statement of Administration of the 16-19 Bursary Fund**

Both elements of the 16-19 Bursary Fund, outlined below, will be administered in keeping with the principles of the College's Student Support Scheme, whose aim is to remove barriers to learning and participation for those groups of students identified as the most vulnerable, outlined below, and from those students from lower-income families.

### **Bursary for the Most Vulnerable Students**

The Most Vulnerable group of young people, as identified by the Education Funding Agency are young people in care, care leavers, young people in receipt of income support and disabled young people in receipt of Employment Support Allowance who are also in receipt of Disability Living Allowance. They will be eligible to receive a bursary of £1,200 a year, which will, at the Principal's discretion, be administered in ways that best fit the needs and circumstances of the individual, such as the provision of Free Meals, a Dress Code Allowance, and contributions towards the cost of transport and Educational Visits and Enrichment Week.

### **Discretionary Bursaries**

Discretionary Bursaries will be administered in accordance with the College's Student Support Scheme, details of which can be found in *Appendix 1: Application for Student Support for Full Time Students*.

The College will set its eligibility criteria in line with the thresholds set by the Local Authority for free school meals. The criteria for the current academic year are outlined in *Appendix 1*; the criteria will be reviewed annually.

In addition to the support provided by Free Meals and a Dress Code Allowance, currently to the value of £50, the 16-19 Bursary Fund may also be drawn upon to offer discretionary financial support for Educational Visits and Enrichment Week, or any other course-related costs, to enable students to extend their learning; this will be at the discretion of the Principal. Parents/Carers are invited to apply to the Principal's PA, in confidence, for financial support on all of the College's letters pertaining to visits.

For the academic year 2011-12 only, any application for support from the Bursary Fund for those students in Year 13 or Year 14 would take into account any receipt of Transitional EMA payments. However, eligible students within this group may still be entitled to receive Free Meals at the College.

### **Administration**

The PA to the Principal will maintain records of applications received, and of the Principal's decisions regarding eligibility, which will be communicated to the Finance Team. The Finance team will then account for monies awarded via the Student Support Scheme, or to the Most Vulnerable categories, and report this to the Education Funding Agency according to the protocol of their portal for MI returns.

## Appendix 1

### Confidential Application for Student Support for Full Time Students

**NOTE: This form must be completed and signed by the person whose name is on the Benefit Book, or letter stating entitlement to Child Tax Credit, Working Tax Credit, or other documents. His/Her name MUST be entered as the applicant. The College must receive this form by the END OF AUGUST (or end of SEPTEMBER for Post 16 Students). LATE RECEIPT WILL ONLY BE ACCEPTED AT THE DISCRETION OF THE PRINCIPAL.**

**I wish to claim the following benefits:** (Please tick boxes):

<b>Free Meals (Years 7-13): For those claiming:</b> <ul style="list-style-type: none"> <li>- Income Support (IS)</li> <li>- Income Based Job Seekers Allowance (IBJSA)</li> <li>- Income Related Employment &amp; Support Allowance (ESA)</li> <li>- Support under Part VI of the Immigration and Asylum Act 1999</li> <li>- Child Tax Credit, but not entitled to Working Tax Credit, and have an annual income, as assessed by the Inland Revenue, that does not exceed <b>£16,190</b></li> <li>- Guarantee element of State Pension Credit</li> </ul>	
<b>College Clothing Allowance: (Years 7-11, Discretionary for Years 12-13)</b> Payable first term of year only to those claiming: <ul style="list-style-type: none"> <li>- Income Support or Income Based Job Seeker's Allowance</li> <li>- <b>Where parent is in receipt of support under Part VI of the Immigration and Asylum Act 1999, or those claiming Incapacity Benefit or ESA, payment is discretionary.</b></li> </ul>	

#### 1. Details of Claimant: Name of Parent/Carer making application:

<b>Mr / Mrs / Miss / Ms</b> <small>Delete as appropriate</small>	<b>Surname:</b>		<b>First Name:</b>	
---	-----------------	--	--------------------	--

<b>National Insurance Number of Applicant:</b>	
--	--

<b>Child claimed for:</b>		<b>Year:</b>	
<b>Relationship to child:</b>			

<b>Present Address:</b>			
<b>Postcode:</b>		<b>Telephone Number:</b>	

<b>Please state previous address or change of name:</b>	
---	--

<b>Is this your first claim to Landau Forte College?</b>	<b>YES / NO</b> <small>Delete as appropriate</small>
--	--

<b>Please state if single parent family</b>	<b>YES / NO</b> <small>Delete as appropriate</small>
---	--

#### 2. Details of all persons resident in the home: Please complete Section (A) and (B)

<b>A. Children at school or under school age:</b>			
<b>Name</b>	<b>Date of Birth</b>	<b>Name of School</b>	<b>Age</b>

**B. Persons over school age, including parents/carers, older children and any lodgers**

Name	Occupation

3. Proof that you are eligible to claim free meals must be produced within the application. Please read the information on Support Payments which tells you what documents we need to see.

Address of Benefit Office from which you are claiming:

**Support Payments entitling Parent/Carer to make a claim for free meals are:**

- **Income Support – IS**  
Please provide a recent Department for Work and Pensions (DWP) letter about your Income Support (no more than 6 months old) **OR** the DWP can stamp your form for you **OR** you can provide your most recent Tax Credit Award Notice.
- **Income Based Jobseekers Allowance – IBJSA**  
Please provide a recent letter about your Job Seekers Allowance (no more than 6 months old) **OR** the DWP or Jobcentre can stamp your form for you.
- **Income Related Employment & Support Allowance – ESA**  
Please provide a recent Department for Work & Pensions (DWP) letter about your Employment & Support Allowance (no more than 6 months old) or the DWP can stamp your form for you.
- **Support under Part VI of the Immigration and Asylum Act 1999**  
Please provide a recent Home Office letter (no more than 6 months old) **OR** ask your Housing Association to stamp the form for you.
- **Child Tax Credit (but NOT Working Tax Credit)**  
You can make a claim under this category if your annual income (assessed by the Inland Revenue) does not exceed £16,190 **AND** you do not receive Working Tax Credit. Please provide your most recent Tax Credit Award Notice.
- **Guarantee Element of State Pension Credit**  
Please provide your most recent Pension Credit M1000 Notice.

**N.B. Photocopies are not accepted**

I certify that the above statement and information given by me on this form is complete and true and I authorise Landau Forte College to take such steps as they consider necessary to verify the same.

Signature of Applicant/Claimant:

Date:

**A DELIBERATE FALSE STATEMENT MAY LEAD TO PROSECUTION**

**Notes:**

- 1 Free meals are only available to pupils whose parents/guardians are receiving one of the Support Payments for the child/children or for pupils receiving IS or IBJSA.
- 2 This form must be completed by the person who claims the Support Payment in the household.

Please return the completed form to:

Miss L Walendziewski  
Landau Forte College  
Fox Street  
Derby, DE1 2LF

## Landau Forte College Student Support Scheme

Student Support, including free meals, is at the discretion of the College. Meal points and other support is neither transferable or for resale. Failure to observe these rules will result in cancellation. Support available is listed in the table below.

Discretionary Payments: In exceptional circumstances, and solely at its discretion, the College may provide similar assistance to parents who do not receive the allowances and credits outlined above.

Family Circumstances	Free Meals	College Dress Code Allowance	
	Year 7 – Year 13	Year 7 – Year 11	Year 12 – Year 13
Income Support	Yes	£42	Discretionary
Income Based Job Seeker's Allowance	Yes	£42	Discretionary
Child Tax Credit, but not entitled to Working Tax Credit, and have an annual income, as assessed by the Inland Revenue, that does not exceed £16,190.	Yes	Discretionary	Discretionary
Income Related Employment & Support Allowance	Yes	Discretionary	Discretionary
Guarantee element of State Pension Credit	Yes	No	No
Where parent is in receipt of support under Part VI of the Immigration and Asylum Act 1999	Yes	Discretionary	Discretionary
Working Tax Credit	No	No	No

Mrs E A Coffey (August 2013)