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# 16 – 19 Bursaries



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## (1) Aim

- 1.1 The aim of the 16-19 Bursaries is to remove barriers to learning and participation for those groups of students identified as the most vulnerable, as outlined below, and from those students from lower-income families.

## (2) Overview of the Bursary Scheme

- 2.1 The most vulnerable group of young people, as identified by the EFA (Educational Funding Agency) are young people in care, young 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 (which will be replaced by the Universal Credit and Personal Independence Payment respectively). Students are encouraged to see the Principal in confidence. The full EFA Guidelines can be found at [www.gov.uk/guidance/16-to-19-bursary-fund-guide-for-2016-to-2017](http://www.gov.uk/guidance/16-to-19-bursary-fund-guide-for-2016-to-2017).
- 2.2 These young people will be eligible to receive Vulnerable Bursary of up to £1,200, which will be administered in ways that best fit the needs and circumstances of the individual - such as the provision of free meals, books/equipment, a dress code allowance and contributions towards the cost of transport.
- 2.3 In addition to the above outlined support, Discretionary Bursaries are available for educational visits or other course-related costs to support students who cannot stay in education without financial help.
- 2.4 This support is at the discretion of the Principal and is conditional on the student meeting agreed standards, such as attendance, attainment and conduct.
- 2.5 To be eligible to receive a bursary, the student must be aged over 16 years and under 19 years at 31st August before the Academy Year in question.

## (3) Administration of the Scheme

- 3.1 The PA to the Principal will maintain all correspondence relating to the Scheme/Fund which will be communicated to the Finance Team. The Finance Team will account for monies awarded. This information will be collected by the EFA (Education Funding Agency) through the school census and the Individual Learner Record (ILR).
- 3.2 All correspondence is dealt with in the strictest confidence.

## (4) Making an application for Student Support

- 4.1 The attached application form should be completed and sent to the PA to the Principal in confidence – please ensure that all supporting documentation is sent with each claim.
- 4.2 The application form must be completed by the person who claims the support payment in the household.
- 4.3 All enquiries in confidence to PA to the Principal.

**Confidential**  
**16 – 19 Bursary Funds**  
**Application Form**



**(1) Supporting Evidence**

Supporting evidence that make you eligible to apply for this support must be produced with every application – please read the information below which indicates the documents that we require and tick as appropriate which evidence will provide (please note photocopies are <b>not</b> acceptable)			
A	Income Support (IS)	Please provide a recent Department for Work and Pensions (DWP) letter (no more than 6 months old) <b>OR</b> your most recent Tax Credit Award Notice <b>OR</b> the DWP can stamp your form	
B	Income Based Jobseekers Allowance (IBJSA)	Please provide a recent letter about your Job Seekers Allowance (no more than 6 months old) <b>OR</b> the DWP or Jobcentre can stamp your form	
C	Income Related Employment & Support Allowance (ESA)	Please provide a recent DWP letter about your allowance (no more than 6 months old) or the DWP can stamp your form	
D	Support under Part VI of the Immigration and Asylum Act 1999	Please provide a recent Home Office letter (no more than 6 months old) <b>OR</b> ask your Housing Association to stamp your form	
E	Child Tax Credit (but <u>not</u> Working Tax Credit)	You can make a claim under this category if your annual income (assessed by Inland Revenue) does not exceed £16190 <b>and</b> you do not receive Working Tax credit. Please provide your most recent Tax Credit Award Notice	
F	Guarantee Element of State Pension Credit	Please provide your most recent Pension Credit M1000 Notice	
G	Annual Household Income of below £25,521	Please provide proof of income (e.g. most recent P60)	
Address & Tel No of Benefit Office from which you are claiming			

**(2) Support Required**

I wish to use the Bursary for one or more of the following ( please tick)	
Academy Clothing Allowance	
Trips	
Books	
Transport	
Visits	
Other (please state).	

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**(3) Details of Applicant (parent/carer making application)**

Mr/Mrs/Miss/Ms		National Insurance No	
First Name			
Surname			
Previous name (if relevant)			
Address (present)			
Postcode			
Telephone			
Previous address (if relevant)			
Student Name		Year	
Relationship to Student			
Single Parent Family?	Yes		No
Is this your first claim to Landau Forte College Derby?	Yes		No
Details of all persons resident in the home – please complete section (A) and (B)			
<b>(A) Children at school or under school age</b>			
Name	DOB	Name of School	Age
<b>(B) Persons over school age, including Parent/Carers, older children and any lodgers</b>			
Name	Occupation		

**(4) Signature of Applicant**

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

A deliberate false statement may lead to prosecution

For office use only (sign and date)	
Supporting docs checked by PA to the Principal	Approved by the Principal