

# Lady Margaret School

## 16 to 19 Bursary 2022/2023



Before you complete this application form please read the attached guidance carefully. Please complete the application form using **BLOCK** capitals in black pen.

All supporting evidence must be the original documentation. Photocopies are not acceptable.

**Please submit applications to the Sixth Form Administrator by Friday 23 September 2022**

### Section 1 – To be completed by all learners

#### 1.1 Your personal details

Surname \_\_\_\_\_

First name \_\_\_\_\_

Date of birth \_\_\_\_\_ Age on 31 August 2022 \_\_\_\_\_

Learner's home address \_\_\_\_\_

Post code \_\_\_\_\_

Home phone number \_\_\_\_\_ Mobile number \_\_\_\_\_

National insurance number \_\_\_\_\_

#### 1.2 Your bank or building society account details

Account holder name \_\_\_\_\_

Name of bank / building society \_\_\_\_\_

Branch \_\_\_\_\_

Account number \_\_\_\_\_ Sort Code \_\_\_\_/\_\_\_\_/\_\_\_\_

Building society roll number (if applicable) \_\_\_\_\_

**Please ensure these details are correct.**

The bursary will be paid in monthly instalments by standing order.

**You will need to bring in proof of your bank account, e.g. a bank statement.** If you do not have a bank account or have difficulties opening an account please contact the Finance Officer.

**Section 2 – To be completed by all learners**

Please complete **either** part 1 **or** 2 below.

<b>Enhanced bursary</b>		
Payment of £1200 in instalments in arrears during term time only		
<b>Eligible groups for this bursary</b>	<b>Tick</b>	<b>Supporting evidence required</b>
Young person in care or care leaver	<input type="checkbox"/>	Please attach supporting letter from your key worker or social worker.
Young person in receipt of income support	<input type="checkbox"/>	Please attach benefits paperwork dated within the last 6 weeks.
Young person in receipt of Employment Support Allowance and Disability Living Allowance	<input type="checkbox"/>	Please attach benefits paperwork dated within the last 6 weeks.

**OR**

<b>Standard bursary</b>		
Discretionary payment of £ (tbc) per term paid in arrears during term time only (up to 39 weeks)		
<b>Eligible group for this bursary:</b>	<b>Tick</b>	<b>Evidence to provide and what to do next</b>
• In receipt of Free School Meals	<input type="checkbox"/>	A letter from your Local Authority confirming eligibility.

**Section 3 – To be completed by all learners**

**Your application will not be assessed unless you sign and date this declaration.**

- I declare that all information given on this form is correct to the best of my knowledge.
- I undertake to supply any additional information that may be required to verify the information given. I understand that if I refuse to provide information relevant to my claim the application will not be accepted.
- I undertake to inform Lady Margaret School in writing of any changes in the information given relating to my circumstances.
- I agree to abide by the terms of my Sixth Form Learner Agreement.
- I agree to repay in full and immediately any money paid to me if the information I have given is shown to be false or deliberately misleading.
- I am aware that any funding covers only the school year 2022/23.

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

**Full Name (in block capitals)** \_\_\_\_\_

## Parent or carer declaration

**The learner's application will not be assessed unless you sign and date this declaration.**

- I declare that all information given on this form is to the best of my knowledge correct in every respect and I undertake to inform the Lady Margaret School of any changes in the information given concerning my circumstances.

The School is under a duty to protect the public funds it administers and to this end may use the information you have provided on this form within this Authority for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes. If you knowingly provide misleading or false information you may be liable to prosecution.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Full Name (in block capitals) \_\_\_\_\_

### For school use only

Date Received in \_\_\_\_\_

Evidence Copies Attached Y / N

Evidence seen by \_\_\_\_\_

Signature \_\_\_\_\_

Learner Reference \_\_\_\_\_

Eligible?      Y      N

Processed by \_\_\_\_\_

Date \_\_\_\_\_

	Attendance	Behaviour	Payment Made
Term 1			
Term 2			
Term 2			

## Lady Margaret School 16-19 Bursary

### What is the 16 to 19 school bursary scheme?

The 16 to 19 bursary schemes offers financial help to young people aged 16 to 19 who face financial barriers to participating in education or training, provided they meet agreed standards of attendance and behaviour.

### **Who is eligible for the bursary scheme?**

The Lady Margaret School 16 to 19 bursary scheme offers two types of bursary, enhanced and standard. You can only apply for one type, depending on your personal circumstances.

### **The Enhanced Bursary**

**Please note that even if you fall into the categories below there is still a possibility of no award or a limit to the award. A bursary is not guaranteed and will be awarded on an individual basis.**

To be eligible for the enhanced bursary you must meet **all three** of the following conditions:

1. Be starting Year 12 or 13 in September 2022
2. Be aged between 16 and 18 on 31 August 2022
3. Belong to **one** of the following groups:
  - be in care; or
  - care leavers (a young person aged 16 and 17 who was previously looked after for a period of 13 weeks consecutively, or periods amounting to 13 weeks, which began after the age of 14 and ended after the age of 16); or
  - be receiving income support or Universal Credit because they are financially supporting themselves; or
  - Receiving Disability Living Allowance or Personal Independence Payments in **their own right** as well as Employment and Support Allowance or Universal Credit in their own right.

### **The Standard Bursary**

1. To be eligible for the standard bursary you **must** be in receipt of Free School Meals.

Free school meals are assessed on parental /carer income. 16-19 year olds in full time education qualify if their parent(s) or carer(s):

- receive income support or
- receive income-based job seekers' allowance or
- are supported under the national asylum seekers' support system (NASS) or
- are receiving child tax credit, but not working tax credit and have an annual taxable income of less than £16,190.

*For students who live in Hammersmith and Fulham, Kensington and Chelsea, Wandsworth, Westminster, Brent and Merton, **applications can be made through Hammersmith and Fulham**. Copies of the relevant forms are available on the Hammersmith and Fulham website or from the school.*

*For students who live else-where applications should be made via your own local authority. Details of your local authority can be found on [www.direct.gov.uk/LDGRedirect](http://www.direct.gov.uk/LDGRedirect)*

### **Payment of Bursary**

Payment will be made on the same day of each month (nominated by the Bursar) direct to the student's bank account.

A bursary payment will only be made if you qualify for either of the above bursaries. If an application is received after the deadline it will be at the school's discretion whether to honour the application. If there is a change in circumstances within the year, any bursary payment that may be awarded will be pro-rated from the date that the application is received.