

Lady Margaret School

16 to 19 Bursary 2023/2024



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 22 September 2023

Section 1 – To be completed by all learners

1.1 Your personal details

Surname _____

First name _____

Date of birth _____ Age on 31 August 2023 _____

Learner's home address _____

Post code _____

Home phone number _____ Mobile number _____

National insurance number _____

School Email Address _____

Form Group _____

Subjects studied _____

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.

You will need to bring in proof of your bank account, e.g. a bank statement.

Section 2 – To be completed by all learners

Residency

Please tick the appropriate box:

Have you been resident in the UK or EU / EEA for the last 3 years?

YES NO

British Citizen	
Asylum Seeker	
Indefinite Leave to Remain	

EU / EEA Citizen	
Refugee	
Other (Please Specify)	

Section 3 – Student’s Eligibility and Supporting Documents

Please complete either Part A or Part B:

Please tick the box or boxes applicable to you in Part A or Part B and note the documents needed to support the application. The supporting documents must be enclosed with the application form. If you live with a parent/carer, their information is required for the proof of income. If you do not have the specified documents, please contact us to discuss alternatives.

Part A: Vulnerable Bursary

Please tick only 1 box, then go to Section 4

Vulnerable students:	Tick	Supporting documents needed
Young people in care.		Letter or email from care home/social worker/local authority
A care leaver (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).		Supply one or more of the following: <ul style="list-style-type: none"> Copies of the benefits paperwork Last 3 months universal credit award notice
Young people in receipt of Income Support (or Universal Credit in place of Income Support) in their own right as they are financially supporting themselves and someone dependant on them and living with them, such as a child or partner.		Supply one or more of the following: <ul style="list-style-type: none"> Copies of the benefits paperwork Last 3 months universal credit award notice
Young people in receipt of 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.		Supply one or more of the following: <ul style="list-style-type: none"> Copies of the benefits paperwork Last 3 months universal credit award notice

Part B: Discretionary Bursary: Please tick the relevant boxes, then go to section 3

Discretionary Bursary - other students	Tick	Supporting documents needed
Young people who are claiming, or are eligible to receive free school meals.		Please supply a copy of the letter provided by London Borough of Hammersmith & Fulham confirming you are in receipt of Free School Meals.
Young person, parents or carers are in receipt of Income Support (or Universal Credit in place of Income Support).		Supply one or more of the following: <ul style="list-style-type: none"> • Copies of the benefits paperwork • Last 3 months universal credit award notice
Young person, parents or carers are in receipt of Income based Jobseekers Allowance.		Supply one or more of the following: <ul style="list-style-type: none"> • Copies of the benefits paperwork • Last 3 months universal credit award notice
Young person, parents or carers are in receipt of Income-related Employment and Support Allowance.		Supply one or more of the following: <ul style="list-style-type: none"> • Copies of the benefits paperwork • Last 3 months universal credit award notice
Young person, parents or carers are receiving support under Part V1 of the Immigration and Asylum Act 1999.		Supply one or more of the following: <ul style="list-style-type: none"> • Copies of the benefits paperwork • Last 3 months universal credit award notice
Young person, parents or carers are receiving the guaranteed element of Pension Credit.		Supply one or more of the following: <ul style="list-style-type: none"> • Copies of the benefits paperwork • Last 3 months universal credit award notice
Young person, parents or carers are receiving Child Tax Credit (provided you're not also entitled to Working Tax credit and have an annual gross income of no more than £16,190).		Supply one or more of the following: <ul style="list-style-type: none"> • Copies of the benefits paperwork • Last 3 months universal credit award notice

<p>Young person, parents or carers receiving Working Tax credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit.</p>		<p>Supply one or more of the following:</p> <ul style="list-style-type: none"> • Copies of the benefits paperwork • Last 3 months universal credit award notice
<p>Young person, parents or carers receiving Universal Credit – If you apply after 1st April 2018 your household income must be less than £7,400 per year (after tax and not including any benefits).</p>		<p>Supply one or more of the following:</p> <ul style="list-style-type: none"> • Copies of the benefits paperwork • Last 3 months universal credit award notice
<p>Young people whose net annual household income is below £19,380 net.</p> <p>(Low Income Households are defined as having an income which is 60% or under the UK median household disposable income as calculated by the Office for National Statistics (ONS). In the financial year ending 2022 the ONS calculation was £32,300. 60% of £32,300 is £19,380 net.)</p>		<p>Please supply one or more of the following: (copies)</p> <ul style="list-style-type: none"> • Copies of the benefits paperwork • Last 3 months universal credit award notice • P60 (tax year ending April 2021) or the last 3 months pay slips • Evidence of self-employed earnings • (certified accounts for 2021/22 tax year)
<p>Young people who have been affected by sudden exceptional changes to their financial circumstances.</p>		<p>Supporting letter from parent/carer. Please also contact the Director of Sixth Form in confidence for advice, along with evidence of any benefits paperwork or certified accounts.</p>

The supporting documents will be stored securely and will only be used for the purpose of assessing eligibility for the Bursary Fund. Documents will be retained for six years in line with ESFA guidance.

Section 3: Vulnerable and Discretionary Bursary - types of awards available

The school will make an assessment for each individual student to determine whether they have the financial need for either a Vulnerable or Discretionary Bursary.

The school will only award a bursary payment if the student applying for a bursary has a need for the following items to be funded:

- Travel to and from school
- Books
- Educational materials
- Breakfast, break and lunch time food costs (when not in receipt of Free School Meals)
- IT equipment to assist with studies
- School trips and extra-curricular activity related to student's study programme
- Trips to university open days or interviews
- Other essential costs to participate in their study programme

The school will only pay the bursary if the student agrees to the following conditions:

- To spend their bursary payment on the purpose for which it is intended as set out above.
- To evidence bursary expenditure in full and with receipts, as and when required.
- To fully comply with the Sixth Form Home-School Partnership Agreement.
- To have a UK bank account in the student's name.

Students are therefore required to select from the list below which items they need bursary funding for and how much they estimate these items will cost. Students should justify the cost, providing evidence.

If a student qualifies for either a Vulnerable or Discretionary Bursary, there is still a possibility of no award or a limited award being made. A bursary is not guaranteed and will be awarded on an individual basis; therefore it may be the case that no two bursary awards are the same.

Section 3 – Discretionary Bursary related costing

Please select from the list below which items you need bursary funding for and how much you estimate that these items will cost. Students should justify the cost and provide evidence.

Category	Tick	Further details – including estimated costs with evidence
Travel to/from Sixth Form		1. Method of transport (please select): Train/Tube/Bus/Car/Cycle/Walk 2. Distance between the Sixth Form & home: 3. If train, tube or bus, please confirm route:
Books for the subject you are studying		Details of books required:
Breakfast, break and lunch time food costs (when not receipt of Free School Meals)		
IT equipment to assist with studies		
School trips and extra-curricular activities related to student's study programme		
Trips to university interviews and open days		
Other essential costs to participate in study programme (please give details)		

Section 4 – 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 repay in full and immediately any money paid to me if the information I have given is shown to be false or deliberately misleading or if for any reason I leave the Sixth Form or fail to abide with the Sixth Form Home Partnership Agreement.
- To spend the bursary payment on the purpose for which it is intended as set out above.
- To evidence bursary expenditure in full and with receipts, as and when required.
- To fully comply with the Sixth Form Home Partnership Agreement.
- To have a UK bank account in the student's name.
- I am aware that any funding covers only the school year 2023/24.

Signed _____ Date _____

Full Name (in block capitals) _____

Section 5 – To be completed by parents/carers

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) _____

Please return the completed application form and all supporting documents to Mrs Fleming (Finance Manager) in the admin office. Your form and evidence will need to be checked before any bursary will be awarded, therefore only give your form to Mrs Fleming.

THIS PAGE – FOR OFFICE USE ONLY

	Signature:	Date:
Application form received		
Form checked for full completion		
Evidence provided: Please list-		
Evidence checked		
Requested further information/documents:		
<p>Eligibility criteria: All Bursaries</p> <p>Student is aged between 16 & 19 years YES/NO</p> <p>Student is eligible for education provision YES/NO</p> <p>Student meets the residency criteria for post-16 provision YES/NO</p> <p>Evidence of eligibility has been retained YES/NO</p>		
<p>Bursary for defined vulnerable groups</p> <p>Student falls within one of the defined vulnerable groups for example, in receipt of the specified benefits in their own right YES/NO</p> <p>Financial Needs assessment carried out to confirm actual financial need and amount of support required. YES/NO</p> <p>Appropriate evidence seen and copies retained to confirm student’s eligibility, including letter to support in care YES/NO</p> <p>Support award books or equipment purchased on student’s behalf (receipts to be retained) YES/NO</p>		

<p>Discretionary bursary Evidence received to confirm the student meets the institution's bursary fund criteria, including household income and statement of actual participation costs YES/NO Evidence received of income and overall eligibility and copies retained – the bursary award should reflect the actual costs the student has YES/NO Assessment carried out of student's actual financial needs YES/NO</p>		
<p>Application approved? YES/NO Reason for rejection</p>		
<p>Award letter sent to student confirming the amount of support, what support and payment conditions</p>		
<p>Student's name and date of birth:</p>		
<p>Appeal Date appeal request received Appeal hearing date Persons present at hearing Appeal decision Notification sent to applicant</p>		