**Name of Student**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Date of Birth**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Age of student must be aged 16 or over but under age 19 as at 31.08.20

**SECTION ONE.**

Does the student fit any of the three criteria listed below? If so please tick which box applies and send in documentary evidence with your application:-

1. They are a young person in Care 🞏
2. They are a care Leaver 🞏
3. They receive 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 🞏

**\****Please note that families will lose eligibility for child benefit if ESA is claimed***.**

If you can answer yes to one of these questions the student will be eligible for the **Vulnerable Bursary Award.** Please note that awards under the Vulnerable Bursary scheme are made on the basis of there being a **financial need** for assistance with the costs of remaining in Education and eligibility does not automatically mean funding will be given.

If the student does not fit the above criteria then please tick the box below

🞏 **2. Discretionary Bursary Award**

If applying for the Discretionary Bursary please tick below which benefits if any apply to the family household **:-**

* Free School Meals
* Income Support
* Income Based Jobseekers’ Allowance
* Employment Support Allowance (Income Related)
* Support under part VI of the Immigration and Asylum Act 1999
* Guaranteed Element of Pension Credit
* The maximum level of Working Tax Credit (WTC)
* Child Tax Credit where it is the only benefit received and annual

income, as assessed by the Inland Revenue does not exceed £16,190

* None of the above but family experience financial hardship

**N.B. Schools hold eligibility criteria for free school meals. If not in receipt of Free School Meals, you must send in evidence of benefits and of annual household income; e.g. a P60 or annual statement of Tax Credits. If in receipt of Universal Credits then please provide the 3 most recent monthly statements.**

Families wishing to demonstrate financial hardship but not in receipt of any benefits should send in detail of annual household income and may also attach a letter of explanation giving as much detail as possible about their individual circumstances e.g. number of dependent children in the household or other factors.

**PLEASE NOW COMPLETE SECTION 2 AND SIGN THE APPLICATION**

**SECTION 2**

Payments will be made only as direct reimbursement of, or as payment in kind for equipment purchases or other applicable costs. Only under exceptional circumstances will payments be made directly to bank accounts. Please do not incur expenses for which you rely on repayment without prior agreement of the Finance Manager or Headteacher.

Please tick below what costs you would like assistance with. Please give as much detail as possible - don’t worry if you don’t know the exact costs, but let us know what period of time you would like help for e.g. if looking for support with Transport is this whole year or one term only.

|  |  |  |  |
| --- | --- | --- | --- |
| **√** | **Expense** | **Notes/Comments** | **Amount Requested** |
|  | School Transport |  | £ |
|  | School Meals |  | £ |
|  | Snack and Cooking |  | £ |
|  | Communication Aids/IPad/Other \****See note below*** |  | £ |
|  | Trips and Activities |  | £ |
|  | Other Costs (Please Specify) |  | £ |
|  | **TOTAL AMOUNT REQUESTED** | | £ |

***Notes***

* Equipment which is purchased under the Bursary scheme remains the property of the school and must be returned at the end of the period of study**.**
* No items will be purchased or reimbursements authorised unless a request has been made in writing. If you need help completing this form please contact your child’s class teacher.
* The maximum amount of funding awarded for students eligible for the vulnerable bursary is £1200
* Discretionary awards are usually in the range of £600, but may be more or less than this and will depend upon the number of applications received, available funding and individual circumstances.

**Declaration**: I declare that the information I have given is correct to the best of my knowledge. I will notify the School Office of any change of circumstances. The school reserves the right to withhold or recover awards made on false or incomplete information. I understand that Bursary is linked to attendance and maybe reduced or withheld if attendance is not satisfactory

Signed: Parent / Carer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Parent / Carer PRINT NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**For office use only:** Date Received: Date Heard:

Application Approved Yes / No / Partial Amount agreed:

**Justification for award/Notes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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Signed: PRINT NAME: Position: