

APPLICATION FOR 16-19 BURSARY

Applications must be completed by the 13th September 2024. Late applications will not be accepted. Decisions are made by the Remissions Panel and the first payment will be made in October. Upon assessment of your application, there is a possibility of no award, or a limited award, of the bursary. Students must apply annually.

STUDENT DETAILS

Surname:	First Name:	Date of Birth:
Tutor Group:	Student Mobile No.:	Home Telephone No:
Address:	Parents' Mobile No.:	Parents' e-mail:

Who is eligible to apply for 16-19 Bursary?

Students under 19 on 31st August of the year of application and who fall into one of the following categories:

Applications for Level 1 must provide the following evidence when returning the application form (please tick the relevant box below):

- Students in care or who have recently left local authority care *
- Students receiving income support or universal credit in your name because you are supporting yourselves, a partner or child
- Disabled students living on disability living allowance (DSL) or either employment or support allowance (ESA) or universal credit in your name
- Students living on Personal Independence Payment and either ESA or universal credit

* A 'care leaver' is defined as:

1. 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
2. a young person aged 18 or above who was looked after prior to becoming 18 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

Applications for Level 2 are to be considered in the light of the parents' financial circumstances. Copies of documentary evidence relating to the current tax year will be required and evidence of any of the following benefits being claimed **must** be included **when the application form is returned** (please tick the box below to indicate which benefit(s) you receive):

- You can apply for this if you are not eligible for the vulnerable bursary. This helps support students for whom finance may be a barrier to continuing in full-time education. It is considered in the light of parents' financial circumstances relating to the current tax year, where any of the following benefits are claimed:-
- Universal credit (provided your household income does not exceed £15,000)
- Income support
- Income based job seekers allowance
- Income related employment and support allowance
- Support under Part VI of the immigration and Asylum Act 1999
- The guaranteed element of the State Pension Credit
- Child Tax Credit (without entitlement to Working Tax credit and have an annual gross income of no more than £16,190)
- Working Tax credit

Applications for Level 3 are also to be considered in the light of the parents' financial circumstances but do not fall within the category above and are subject to the availability of funds. Copies of documentary evidence relating to the current tax year will be required and **must** be included **when the application form is returned**.

- P60 for all jobs worked in this financial year
- Other benefits not listed above

Please tick which priority you are applying for:

- Priority 1**
- Priority 2**
- Priority 3**

Please state what evidence you are attaching to support your application here:

Please state evidence and rank in terms of need priority:

Rank	Item	Evidenced Cost
	School Meals £2.50 per day can be allocated on your cashless catering account. If this is unused, the funds do not roll over.	
	Bus or train ticket (please provide cost for a monthly ticket and attached the evidence to your application)	£
	Books/ Resources/equipment (Please provide evidence of specific costs)	£
	Application to a day curriculum related visit e.g Geography, Biology or History field visits, ARU or UCAS visits*	£
	Other (please specify)	£

Students in all priority groups are required to sign the attached Bursary Agreement Form and ensure that all the rules are adhered to. Failure to comply with the rules will result in payments not being made.

All financial assistance is subject to the availability of funds awarded to the school under the 16-19 Bursary Fund.

*This cannot be an exchange or extended visit

DECLARATION

The Department of Education guidelines state that it is best practice for students and/or their families to sign a declaration when they apply for help from the bursary to confirm that the evidence they have provided is correct and complete to the best of their knowledge and belief. Students and their families should be made aware that giving false or incomplete information that leads to incorrect/overpayment may result in future payments being stopped and any incorrectly paid funds being recovered. They should also be informed that this might result in a referral to the police with the possibility of the student and/or their family facing prosecution.

I confirm that the information given is correct. I agree to notify the Anglo European School immediately if my child should fail for any reason to attend the school for any reason, for any part of the year covered by the award, or if my benefit ceases. I understand that the information provided on this form may be used for the detection and prevention of fraud. I confirm that I am responsible for the child named on this form and that he/she lives with me.

I agree that you can use the information I have provided to process my claim for 16-19 Bursary Fund 2023/24 and will contact other sources as allowed by law to verify my initial and ongoing entitlement.

I understand that it is the responsibility of the Parent/carer to advise the school of any change of circumstances which may affect the child's entitlement for the 16-19 Bursary Fund 2023/24 at any time throughout the academic year.

I understand that I will need to reapply for the 16-19 Bursary at the beginning of each academic year.

I will inform you if I change my address.

Signed

Date

SCHOOL USE ONLY

(Evidence of benefit must be enclosed with this form)

Form and evidence seen on: Date

Name:

Signature:

When you have completed this form please return with **full copies** of evidence of benefit to:

Mrs V G Miller

Business Manager

Anglo European School, Willow Green, Ingatestone, Essex CM4 0DJ

ANGLO EUROPEAN SCHOOL
STUDENT BURSARY AGREEMENT FORM

In order to receive bursary/discretionary bursary payments each student needs to agree to the rules listed below, by signing this form students have agreed to adhere to these rules. Please read the following conditions carefully and ensure you understand your responsibility to comply with these, in order to receive your bursary.

- Attendance must not fall below 90%.

- Adherence to the standards of behaviour and effort agreed at the start of the learning programme

- There will be no payment during school holidays including any holiday taken during the school term

- In the case of a medical appointment, a letter or appointment card, explaining the absence must be handed in to the Sixth Form Office

- In the event of any disagreement with a non-payment decision the student must supply supporting evidence to the Sixth Form Office within 10 working days in order for that decision to be reversed

Failure to comply with the rules will result in payments not being made.

Student Signature: **Date:**

Anglo European School complies with information legislation. For the full details on how we use your personal information please see our Privacy Notice on our website: <https://www.aesessex.co.uk/privacy-notice/> [aessex.co.uk] or call 01277 354018 if you are unable to access the internet.