

# **Anglo European School**



## **Sixth Form Bursary Scheme**

## AES SIXTH FORM BURSARY SCHEME

### 1. Who is eligible for a bursary at AES?

To qualify, you must be aged under 19 on the 31<sup>st</sup> August in the academic year in which you start your programme of study and a legal resident of the UK or registered asylum seeker. You must be on a 16-19 study programme.

There are two types of bursary:-

**Level 1: Vulnerable student Bursary** for those who are:-

- 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

**Level 2: Discretionary Bursary:**

- 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, considering total household income, where any of the following benefits are claimed:-
- Universal credit (provided you have an annual net earned income of no more than £7,400, after tax and not including any benefits you get, as assessed by earnings from up to three of your most recent assessment periods)
- 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

### **Level 3: Hardship Fund**

You can apply for a smaller amount to support essential educational provision based on hardship but if you do not meet the criteria above. This is subject to funds available and must support essential educational needs. Students are considered for this bursary if their household income is below £30,000 per annum.

### **2.What is the bursary for?**

The 16 to 19 Bursary Fund provides financial support to help students overcome the specific financial barriers to participation they face so they can remain in education

### **3.What evidence will you need to provide to support your application:-**

You should provide evidence to support your eligibility by presenting relevant documents such as:-

- Letters from the department of Work and Pensions setting out the benefits you are entitled. With Universal Credit, we require a copy of your Universal Credit award notice and the past three-monthly statements in full prior to the application are required. Statements must include the name and address of your parent.
- Local authority letters supporting the fact you are in care
- P60 for all jobs worked in this financial year

### **4.How and when will the bursary be paid to a student?**

Each student will be awarded payments, either in cash or in kind, based upon their individual financial needs, assessed in the application. The first payment made will be backdated to the first school day in September and will be deposited to your (the student) bank account at the end of October. Students must keep receipts of use of this payment to justify further payments for travel, meals or equipment required for your studies as outlined in your application form. All payments thereafter will be “in kind” and based upon the items the student applied for in their application. The second and third payment will be paid in January and April respectively.

Applications made will be reviewed annually although students’ attendance, punctuality and behaviour will be reported termly to the panel for review.

Please note that the first payment will not be paid to another person’s account unless a student is unable to administer their own account.

## **5.How do you apply?**

To apply, complete the attached form and submit this to the school for the attention of Mrs Miller, School Business Manager by 30<sup>th</sup> September.

The Remission Panel will consider your claim and make recommendation to the Headteacher for approval. The panel comprises of Mr Knights, Director of Sixth Form, Mrs Jeljalane, Sixth Form Pastoral Manager and Mrs Miller, Business Manager.

**Please Note:** The bursary payment to schools is a fixed amount and varies annually. It is not based on a per student means testing mechanism. Therefore, the amount paid to each eligible student will depend on the amount provided, the number of students who apply and which categories they apply for on an annual basis.

The amount payable to students in Priority 2 and 3 will not be determined until all applications are received in September of each academic year.

## **7.Student Compliance:**

**The continuation of bursary payments depends upon the following conditions being met by the student:-**

- Attendance must not fall below 90% unless extenuating circumstances occur which are agreed by the Headteacher
- Adherence to the standards of behaviour and effort agreed in accordance with school policy
- 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

**ANGLO EUROPEAN SCHOOL**

**APPLICATION FOR 16-19 BURSARY**

Applications must be completed by the 13<sup>th</sup> September. 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**

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

## Who is eligible to apply for 16-19 Bursary?

Students under 19 on 31<sup>st</sup> 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, considering total household income, relating to the current tax year, where any of the following benefits are claimed:-
- Universal credit (provided you have an annual net earned income of no more than £7,400, after tax and not including any benefits you get, as assessed by earnings from up to three of your most recent assessment periods)
- 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 £16,000)
- 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

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: .....**