LANDAU FORTE CHARITABLE TRUST

Policy Name	**16 – 19 Bursaries**
Policy Number	**T048**
Date of Issue	**February 2022**
Date of next review	**July 2027**

1. Aim

1.1 The aim of the 16-19 Bursaries is to remove barriers to learning and participation for those groups of students identified as the most vulnerable, as outlined below, and from those students from lower-income families.

2. Overview of the Bursary Scheme

2.1 Young people where at least one of the following applies may be able to get a bursary.

- in or recently left local authority care
- in receipt of Income Support or Universal Credit because they are financially supporting themselves
- Receiving a Disability Living Allowance (DLA) and either Employment and Support Allowance (ESA) or Universal Credit
- Receiving Personal Independence Payment (PIP) and either ESA or Universal Credit

The full guidance can be found here https://www.gov.uk/1619-bursary-fund

2.2 These young people will be eligible to receive Vulnerable Bursary of up to £1,200, which will be administered in ways that best fit the needs and circumstances of the individual - such as the provision of free meals, books/equipment, a dress code allowance and contributions towards the cost of transport.

2.3 In addition to the above outlined support, Discretionary Bursaries are available for educational visits or other course-related costs to support students who cannot stay in education without financial help.

2.4 This support is at the discretion of the Principal and is conditional on the student meeting agreed standards, such as attendance, attainment and conduct.

2.5 To be eligible to receive a bursary, the student must be aged over 16 years and under 19 years at 31st August before the Academy Year in question.

3. Administration of the Scheme

3.1 The PA to the Principal will maintain all correspondence relating to the Scheme/Fund which will be communicated to the Finance Team. The Finance Team will account for monies awarded. This information will be collected by the EFA (Education Funding Agency) through the school census and the Individual Learner Record (ILR).

3.2 All correspondence is dealt with in the strictest confidence.

4. Making an application for Student Support

4.1 The attached application form should be completed and sent to the PA to the Principal in confidence – please ensure that all supporting documentation is sent with each claim.

4.2 The application form must be completed by the person who claims the support payment in the household.

4.3 All enquiries in confidence to PA to the Principal.

Confidential:
Application for Sixth Form Bursary

NOTE: This form must be completed and signed by the person whose name is on the Benefit Letter <u>AND</u> the letter stating entitlement to Child Tax Credit, Working Tax Credit, or other documents. His/Her name MUST be entered as the applicant.

1. Details of Applicant: (Parent or Guardian claiming benefit)

Mr / Mrs / Miss / Ms Delete as appropriate	Surname:		First Name:	

National Insurance/Asylum Seeker Number:	

Address:			
Postcode:		Telephone Number:	

2. Details of Partner (if applicable)

Mr / Mrs / Miss / Ms Delete as appropriate	Surname:		First Name:	

National Insurance/Asylum Seeker Number:	

Is this your first claim to Landau Forte College?	YES / NO Delete as appropriate

Please state if single parent family	YES / NO Delete as appropriate

3. Details of Children at the College who you wish to claim Sixth Form bursary for:

First Name	Surname	Date of Birth	Age	M/F

4. Proof that you are eligible to claim Sixth Form bursary must be produced within the application. Please read the information below on Support Payments which tells you what documents we need to see.

Support Payments entitling Parent/Carer to make a claim for Sixth Form bursary are:

- **Income Support – IS**
  Please provide a recent Department for Work and Pensions (DWP) letter about your Income Support (no more than 6 months old) **OR** the DWP can stamp your form for you **OR** you can provide your most recent Tax Credit Award Notice.

- **Income Based Jobseekers Allowance – IBJSA**
  Please provide a recent letter about your Job Seekers Allowance (no more than 6 months old) **OR** the DWP or Jobcentre can stamp your form for you.
- **Income Related Employment & Support Allowance – ESA**
  Please provide a recent Department for Work & Pensions (DWP) letter about your Employment & Support Allowance (no more than 6 months old) or the DWP can stamp your form for you.
- **Support under Part VI of the Immigration and Asylum Act 1999**
  Please provide a recent Home Office letter (no more than 6 months old) **OR** ask your Housing Association to stamp the form for you.
- **Child Tax Credit (but NOT Working Tax Credit)**
  You can make a claim under this category if your annual household income (assessed by the Inland Revenue) does not exceed £16,190 **AND** you do not receive Working Tax Credit.
  Please provide your most recent Tax Credit Award Notice.
- **Guarantee Element of State Pension Credit**
  Please provide your most recent Pension Credit M1000 Notice.
- **Working tax Credit run-on**
  This is paid for the 4 weeks after you stop qualifying for Working Tax Credit.
- **Universal Credit**
  Please provide a copy of your Universal Credit Statement from your most recent assessment period. Applicants are only eligible provided they have an annual net earned income which does not exceed £7,400 (£616.67 per months).

N.B. We can only accept complete documents (all pages, even if blank). Photocopies are not accepted

Name of Benefit Office from which you are claiming:	

5. Declaration

- I understand that my entitlement to the Sixth Form Bursary will only continue as long as I receive one of the relevant Support Payments as outlined above.
- I will inform you immediately if my entitlement to any of the Support Payments is terminated.
- I understand that if I do not inform you and my child/ren continues to receive the Sixth Form Bursary, I will have to repay any costs incurred.
- I will inform you immediately if I change my address.
- I declare that I am legally responsible for the child/ren I am claiming for.
- I certify that the above statement and information given by me on this form is complete and accurate and I authorise Landau Forte College to take such steps as they consider necessary to verify the same.

Signature of Applicant:		Date:	

A DELIBERATE FALSE STATEMENT MAY LEAD TO PROSECUTION

Notes:
This form must be completed by the person who claims the Support Payment in the household.

Please return the completed form to:

Landau Forte College Student Support

Student Support, including free meals, is at the discretion of the College. Meal points and other support is neither transferable or for resale. Failure to observe these rules will result in cancellation. Support available is listed in the table below.

Discretionary Payments: In exceptional circumstances, and solely at its discretion, the College may provide similar assistance to parents who do not receive the allowances and credits outlined above.

Family Circumstances	Free Meals	College Dress Code Allowance	
	Year 7 – Year 13	Year 7 – Year 11	Year 12 – Year 13
Income Support	**Yes**	*** Discretionary**	***Discretionary**
Income Based Job Seeker's Allowance	**Yes**	***Discretionary**	***Discretionary**
Child Tax Credit, but not entitled to Working Tax Credit, and have an annual income, as assessed by the Inland Revenue, that does not exceed £16,190.	**Yes**	***Discretionary**	***Discretionary**
Income Related Employment & Support Allowance	**Yes**	***Discretionary**	***Discretionary**
Universal Credit - applicants are only eligible provided they have an annual net earned income which does not exceed £7,400 (£616.67 per month)	**Yes**	***Discretionary**	***Discretionary**
Guarantee element of State Pension Credit	**Yes**	**No**	**No**
Where parent is in receipt of support under Part VI of the Immigration and Asylum Act 1999	**Yes**	***Discretionary**	***Discretionary**
Working Tax Credit	**No**	**No**	**No**
Working Tax Credit run-on This is paid for the 4 weeks after you stop qualifying for Working Tax Credit	Yes	*Discretionary	*Discretionary

***Discretionary –** please write a short letter of consideration to the Principal should you wish to receive any discretionary support listed above