



# **Isaac Newton Academy**

**Sixth Form Bursary Fund  
2017-18**

**Information Pack**

# Isaac Newton Academy Bursary Fund 2017-18

## Fund Guidance

### Purpose

At Isaac Newton Academy our aim is to equip every student with the knowledge, learning power and character necessary for success at university and beyond. It is important to us that every student has the same opportunity and access to all areas of the curriculum and associated resources.

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

Bursary payments are provided to help support equality of access to educational provision and are paid as either:

- Vulnerable Bursaries or
- Discretionary Bursaries

They are to be used to help support access to the following educational provision:

- Purchase of books
- Purchase of course related equipment
- Transport (including the cost of visiting universities for interview and open days)
- Fields trips and other school related trips
- Cost of school meals
- UCAS application fees
- Other costs deemed appropriate and approved by the Vice Principal (Head of Sixth Form) and Finance and Resources Director

### Bursary Claim Process

#### Vulnerable Bursaries

These will be paid on a monthly basis throughout the year, direct to student bank accounts.

#### Discretionary Bursaries

Discretionary Bursary payments will be made against individual claims at the time of need. Students will complete a simple request form which will be approved by their Pastoral Leader and the Finance and Resources Director.

## **Bursary Planning**

Students will complete a bursary plan to ensure that they target the funding across the year.

## **Vulnerable Bursaries**

A bursary of £1,200 a year (pro rata if the course of study is less than 30 weeks) for young people in the following defined vulnerable groups:

- In care and care leavers
- Young people in receipt of Income Support or Universal Credit (in their own right)
- Disabled young people in receipt of Employment Support Allowance who are also in receipt of Disability Living Allowance or Personal Independence Payments (in their own right)

## **Discretionary Bursaries**

A bursary of up to £300 for the year, depending on individual student needs.

Students who apply for a discretionary bursary will be assessed individually and awarded a bursary based on their actual financial need.

## **Eligibility**

To be eligible to receive a 16-19 Bursary in the 2017-18 academic year, the young person must be aged 16 or over and under 19 on 31 August 2017. Where a young person turns 19 during their programme of study, they can continue to be supported to the end of the academic year in which they turn 19, or to the end of the programme of study, whichever is the sooner.

Young people also need to satisfy the residency criteria.

## **Supporting Evidence**

Young people will need to provide evidence of their eligibility for bursary funding as follows:

## **Vulnerable Bursary**

- A letter setting out the benefit to which the young person is entitled, confirming that the terms of their benefit entitlement allow them to participate in education or training.

- Written confirmation of the young person's current or previous looked-after status from the local authority which looks after them, or provided their leaving care services.

### **Discretionary Bursary**

- Current eligibility to Free School Meals (this must be checked first) or
- Proof that family income is below £25,000 by providing one of the following:
  - Tax Credit Award Notice
  - P60
  - Evidence of self-employment income (audited accounts)
- Any other evidence which will be reviewed at the discretion of the Pastoral Leader and Finance and Resources Director (e.g. family circumstances, high course costs)

### **Payment of Bursary Funds**

At the discretion of the academy provision against bursary allocations will, as far as possible be through direct supply or loan of requirements e.g. books or equipment loaned and then returned so that other students can benefit, provision of a school meal, access to a trip etc.

Where payments are made these will be via the BACS system directly to students' bank accounts, unless, in exceptional circumstances, an alternative method is approved by the Finance and Resources Director.

### **Conditions of receiving bursary payments**

Students must meet the following standard to receive or to continue to receive payments under either bursary scheme:

- Attendance must be maintained at 95% plus.
- Attendance to lessons must be maintained at 100%
- Timekeeping must be maintained at 100%.
- Students must abide by the Sixth Form dress and behaviour code.
- Students' work must be up-to-date



## Isaac Newton Academy – Bursary Fund Application 2017/2018

### STUDENT DETAILS

Last Name	
First Names	
Date of Birth	
Name of Bank	
Bank Sort Code	
Bank Account Number	

### BURSARY BEING CLAIMED (please read guidance and tick box)

<b>Vulnerable</b>	<b>Discretionary</b>
<b>Supporting evidence provided (tick box)</b>	<b>Supporting evidence provided (tick box)</b>
A letter setting out the benefit to which the young person is entitled, confirming that the terms of their benefit entitlement allow them to participate in education or training.	Current eligibility to Free School Meals (this must be checked first) <sup>1</sup>
Written confirmation of the young person’s current or previous looked-after status from the local authority which looks after them, or provided their leaving care services.	Tax Credit Award Notice
	P60 <sup>2</sup>
	Evidence of self-employment income (audited accounts) <sup>2</sup>
	Other

<sup>1</sup> If you are not currently in receipt of Free School Meals, please also complete a Free School Meals form as entitlement must be checked before the academy can accept any alternative evidence of entitlement to a Discretionary Bursary. Eligibility can be checked by the Academy with details of parents’ date of birth and NI numbers.

<sup>2</sup> Evidence of income must cover whole family income.

## PARENT/CARER DETAILS

Last Name	
First Names	
Address	

We confirm the following:

- That where we have provided proof of income, this covers all family income.

We accept that the following requirements need to be maintained in order for any bursary payments to be paid:

- Attendance must be maintained at 95% plus.
- Attendance to lessons must be maintained at 100%
- Timekeeping must be maintained at 100%.
- Students must abide by the Sixth Form dress and behaviour code.
- All learning must be up-to-date

Signed:

\_\_\_\_\_

Parent

\_\_\_\_\_

Date

\_\_\_\_\_

Student

\_\_\_\_\_

Date

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Student meets eligibility criteria		Evidence of entitlement checked	
Vulnerable entitlement agreed		Discretionary entitlement agreed	
Application approved by Finance and Resources Director			
		Signed	Date



## Isaac Newton Academy - Bursary Fund Claim Form 2017/2018

Student Name \_\_\_\_\_ Student Tutor Group \_\_\_\_\_

Purpose for which you are requesting funds:

Amount Requested £

Please pay the above claim against my bursary allocation for this year.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

### **Pastoral Leader Approval**

I approve this application for bursary funding and have checked that this student has met the conditions require

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

### **Finance and Resources Director Approval**

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

**COMPLETED FORM TO BE GIVEN TO THE FINANCE OFFICE FOR PAYMENT**







## Isaac Newton Academy - Bursary Fund Planning Sheet 2017/18

### EXAMPLE

Think about the times over the whole year when you may need financial support with your learning. This will depend on if you need books or perhaps your course has a field trip you need to pay for. You may need to visit prospective universities or pay UCAS fees. Try to keep a reserve to cover unexpected costs as these can be the most difficult to afford.

Expenses	Sept 2016	Oct 2016	Nov 2016	Dec 2016	Jan 2017	Feb 2017	Mar 2017	Apr 2017	May 2017	Jun 2017	Jul 2017	Aug 2017	Total
UCAS application		£15											£15
Geography field trip			£30			£65							£95
USB stick for course work	£8												£8
University Interview							£56						£56
Physics books	£32												£32
Scientific calculator	£16												£16
Revision guides								£30					£30
<b>Total</b>	<b>£56</b>	<b>£15</b>	<b>£30</b>			<b>£65</b>	<b>£56</b>	<b>£30</b>					<b>£252</b>

