



SIXTH FORM BURSARY FUND 2020-21

APPLICATION PACK

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 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 Head of Sixth Form.

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 Head of Sixth Form.



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 2019-20 academic year, the young person must be aged 16 or over and under 19 on 31 August 2019. 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

- An official 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 Head of Sixth Form.

Conditions of receiving bursary payments

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

- Your attendance must be maintained at 95% plus. (Applications will be reviewed based on its own merits.)
- Your attendance to lessons must be maintained at 100%
- Your timekeeping must be maintained at 100%.
- You must abide by the Sixth Form dress and behaviour code.
- Your work must be up-to-date



ISAAC NEWTON ACADEMY

Isaac Newton Academy – Bursary Fund 2020-2021

Application Form

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)

Vulnerable	<input type="checkbox"/>	Discretionary	<input type="checkbox"/>
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Supporting evidence provided (tick box)		Supporting evidence provided (tick box)	
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.	<input type="checkbox"/>	Current eligibility to Free School Meals (this must be checked first) ¹	<input type="checkbox"/>
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.	<input type="checkbox"/>	Tax Credit Award Notice	<input type="checkbox"/>
	<input type="checkbox"/>	P60 ²	<input type="checkbox"/>
	<input type="checkbox"/>	Evidence of self-employment income (audited accounts) ²	<input type="checkbox"/>
	<input type="checkbox"/>	Other	<input type="checkbox"/>

¹ 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.

² Evidence of income must cover whole family income.



**ISAAC NEWTON
ACADEMY**

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. (Applications will be reviewed based on its own merits.)
- Attendance to lessons must be maintained at 100%
- Timekeeping must be maintained at 100%.
- You must abide by the Sixth Form dress and behaviour code.
- Your work must be up-to-date

Signed:

Parent Date Student Date

For Office Use Only

Student meets eligibility criteria		Evidence of entitlement checked	
Vulnerable entitlement agreed		Discretionary entitlement agreed	
Application approved by Head of Sixth Form			
Signed:		Date:	



Isaac Newton Academy - Bursary Fund 2019-20
 Planning Sheet

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	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	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
Total	£56	£15	£30			£65	£56	£30					£252



ISAAC NEWTON
ACADEMY

Isaac Newton Academy - Bursary Fund 2020-2021

Claim Form

Student Name _____ Student Tutor Group _____

Purpose for which you are requesting funds:

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

Signed

Date

Pastoral Leader Approval

Attendance must be maintained at 95% plus.

Attendance to lessons must be maintained at 100%

Timekeeping must be maintained at 100%.

You must abide by the Sixth Form dress and behaviour code.

Your work must be up-to-date

Current attendance _____ %

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

Signed

Date

Head of Sixth Form Approval

Signed

Date

COMPLETED FORM TO BE GIVEN TO THE FINANCE OFFICE FOR PAYMENT