



16-19 Bursary Fund Application Form

Prior to completing this form please read the 16-19 Bursary Fund Policy included in this document.

Student's Details

Surname/Family Name:	
First Names:	
Date of Birth	
Address	
Post Code	
e-mail address	
Home/Mobile Phone	

Please state what you require financial support with and how much?

Travel to School	YES <input type="checkbox"/>	How much? £	How will you travel to school?
Books/Equipment	YES <input type="checkbox"/>	How much? £	What books/equipment is needed?
School Visit/Trips	YES <input type="checkbox"/>	How much? £	
Meals	YES <input type="checkbox"/>	How much? £	Have you checked if your eligible for FSM?
Exam re-sits	YES <input type="checkbox"/>	How much? £	
Clothing to adhere to the school dress code.	YES <input type="checkbox"/>	How much? £	Detail any items you may need?
Laptops/IT equipment	YES <input type="checkbox"/>	IT equipment will remain the property of the school.	

Are you (the student)		
In Care? (or a Care Leaver)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
In receipt of Income Support? (or Universal Credit)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
In receipt of Employment Support Allowance/ Disability Allowance? (or Universal Credit)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Entitled to receive free school meals?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

Bank or Building Society Details

To receive payments, you must have a bank account in your own name that will accept BACS payments.	
Name of Account Holder	
Name of Bank/Branch	
Sort Code and Account no	

I have read and understood the criteria for allocation and confirm and accept the conditions stated. I also confirm that the details above are true and accurate.

Signature		Date	
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Parent/Carer Details

Surname/Family Name:			
First Names:			
Address (if different from learner details)			Post Code:
National Insurance Number			
Phone (Home/Mobile)			

Income Details (For Household)

What is your TOTAL HOUSEHOLD INCOME?

£

YOU MUST COMPLETE THE BOX ABOVE AND PLEASE SEND EVIDENCE OF YOUR TOTAL HOUSEHOLD INCOME FOR ALL ADULTS

(eg wage slip, benefits statement/letter that is for the current financial year 24/25)

- WITHOUT THIS WE ARE UNABLE TO PROCESS YOUR APPLICATION.

Type of Income		Yes/No	Evidence required
A	Income Support (or Universal Credit)		An award letter which is less than 3 month old on the date of application
B	Working Tax Credit / Child Tax Credit		Pages 1-4 of your most recent Tax Credit Award
C	Income-based Employment and Support Allowance (ESA) (or Universal Credit)		An award letter which is less than 3 month old on the date of application
D	Other Benefits/Pensions (specify)		An award letter which is less than 3 month old on the date of application
E	Employment Income		Include last 3 monthly wage slips or last 6 weekly wage slips or 4 fortnightly wage slips
F	Self-employed earnings		Audited accounts or official tax return

I/we confirm that the details on this application are true and accurate.

I/we understand that it may be necessary for student services to use information given or share information provided within the school to prevent and detect fraud.

Signature		Date
Parent/Carer: Please print name in Capitals.		

Hillcrest School Bursary Policy

What is the 16-19 Bursary Fund?

The fund is made available from the government through its funding body - Education and Skills Funding Agency (ESFA) to aid 16–19-year-old students whose access to, or completion of, education is inhibited by financial constraints and barriers. This policy outlines the way the 16-19 Bursary Fund will be managed and adheres to the ESFA guidance 16 to 19 bursary fund guide 2024 to 2025 academic year.

Roles, Responsibilities and Implementation

- The Hillcrest Governors Finance Committee has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory framework. This committee delegates day-to-day responsibility for operating the policy and ensuring its maintenance and review to the Strategic Business Manager.
- Leaders and the Head of Sixth Form have a specific responsibility to ensure the fair application of this policy and all staff are responsible for supporting colleagues and ensuring its success.

The funding is made up of three elements

1) Bursary for Defined Vulnerable Groups

A vulnerable bursary of up to £1,200 (per academic year) is available for students who are in the following defined vulnerable groups:

- **In Care**, (including unaccompanied asylum-seeking children)
- **Care leavers** (previously looked after)
- **Receiving Income Support or Universal Credit** because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them such as a child or a partner.

2) Discretionary bursary

The discretionary bursary is for students who need financial help but do not qualify for a bursary for defined vulnerable groups. The discretionary bursary will be paid in line with the student's financial needs, this will be agreed in advance.

3) School Meal Allowance

Students can apply to receive a daily school meal allowance if they received FSM in Year 11 (new Y12's only) or meet the following criteria: -

Students in receipt of, or whose parents are in receipt of, one or more of the following benefits:

- Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance or Support under Part VI of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on – paid for four weeks after you stop qualifying for Working Tax Credit

WHO IS ELIGIBLE TO APPLY FOR 16-19 BURSARY FUNDING?

Age and Residency

- Age 16 or over but under 19 on 31 August 2024,
- Aged 19 or over on 31 August 2024 and have an Education, Health and Care Plan (EHCP)
- Aged 19 or over on 31 August 2024 and continuing a study programme they began aged 16 to 18 (this must be the same programme they started before they turned 19)
- A UK resident or meet the ESFA residency criteria
- Students aged 19 or over are not eligible for bursaries for vulnerable groups

HOW DOES HILLCREST SCHOOL ASSESS APPLICATIONS AND ALLOCATE 16-19 BURSARY FUNDING?

Students will be eligible for discretionary bursary if their household income is £28,000 per annum or below. Evidence of household income must be provided at the time of application (see appendix 1)

- Bursary applications will open following enrolment at Hillcrest School, students can apply at any time throughout the academic year. Applicants should be aware, however, that the 16-19 bursary fund is cash limited and can only be allocated whilst the funding lasts. Applications may therefore be unsuccessful later in the academic year if funds are no longer available.
- A new application must be submitted each academic year unless instructed otherwise.
- The Strategic Business Manager will check each application to assess whether all criteria is met.
- Students will be informed in writing of the decisions of the Finance Department.
- In determining payments of the 16-19 Bursary Fund students will not be discriminated against based on their protected characteristics. Payments are also subject to the public sector equality duty in section 149(1) of the Equality Act.

Conditions of Funding

Students will be reviewed at the end of term (re: their attendance, timekeeping and conduct) throughout the year. Payments for the bursary will be paid/reimbursed providing the student has met the criteria below:-

- Have an attendance rate of a minimum of 95%.
- Be punctual to all lessons and registration.
- Attend all assemblies and enrichment sessions.
- Complete a leave of absence in advance for any time you need to take off.
- Meet expectations of all sixth form students as outlined in the sixth form code of conduct.

In Year Applications

To make an application parents/carers/students should complete the application form and return this to the finance office. Students are advised to clarify that they have the correct evidence before submitting their application form as inadequate evidence will not be accepted.

Please return your application by the deadline of Friday 11th October 2024.

Applicants will be notified the outcome of their application by end of October.

Distribution of funds

- Students wishing to purchase items must complete a Bursary Claim Fund Form and submit this to the Head of Sixth Form for approval.
- The school will re-imburse paid items. (only if agreed in advance). If items have been purchased by the student, proof of receipt will be required.
- Reimbursement will only be made directly into a bank account in the student's name. Bank account details must be provided to the finance team.

Appendix I

Evidence of Total Household Income

- P60 5 April 2024 or payslip - month 12 or week 52
- Pension (state or private) Most recent award notification
- Working Tax Credit / Child Tax Credit ALL pages of April 2023 to April 2024 tax credit award
- Income Support An award letter less than 6 months old
- Jobseeker's Allowance An award letter less than 6 months old
- Employment & Support Allowance. An award letter less than 6 months old
- Disability Living Allowance / Personal Independence Payment An award letter less than 6 months old
- Universal Credit THREE most recent full monthly statements

Appendix II

- Essential Educational Needs/school resources*
- Travel to and from school on public transport only.
- Textbooks or other books related to your subjects*
- Educational equipment such as calculators, geometry sets, stationary*
- ICT provision, including laptops (these will remain the property of Hillcrest School)
- Protective clothing needed for a particular course
- Essential School Trips (as part of the curriculum)
- Clothing that adheres to the school dress code.

*Any educational resources bought under the bursary scheme should be returned to the school upon completion of the course.