



## JOHN PORT SCHOOL 2016-17 STUDENT BURSARY

July 2016

Dear Parent/Student

The purpose of the 16-19 Bursary Fund is to provide financial support to young people continuing in education, who would otherwise be prevented from participating due to financial barriers.

The Bursary Fund contains two elements:

- Guaranteed Bursaries
- Discretionary Bursaries

The aim and purpose of the funding is to ensure those students facing the greatest financial barriers are able to participate in learning.

You can apply for financial support if:

- Your families gross household income including benefits is £22,000 or less
- You are entitled to Free School Meals
- You are a young person living independently and get Income Support, or are a young person in care, or leaving care, or are a young person in receipt of Employment & Support Allowance and Disability Living Allowance. If you are living independently and not on Income support we may still be able to help you.

Students are invited to complete and submit an application for the Bursary. The School will endeavour to notify applicants of receipt of their completed applications as soon as possible. The acknowledgement of receipt is not confirmation of acceptance for support. The application will be assessed against agreed criteria, as set out in the guidance notes. Applications may be submitted throughout the Academic year, and re-applications will be accepted where there are changes to circumstances. An application for Free School Meals may also be completed.

The awards process is made on the understanding that the learner will adhere to the School's attendance policy, the student code of conduct and their course programme requirements. Successful applicants will be asked to sign a learner agreement.

You may appeal in writing within ten working days of notification if you are not satisfied with the original decision. Appeals should be addressed to the Head Teacher, who is independent of the assessment process. Appeals will be processed and notified within 30 days of receipt. The Head Teachers decision is final.

Yours Sincerely

Miss Walker-Endsor  
Deputy Business Manager

**John Port School**  
**16-19 Bursary Fund Application 2016/2017**  
**Guidance Notes**

Please read this information carefully and if you require any further assistance contact the finance department at the school [finance@johnport.derbyshire.sch.uk](mailto:finance@johnport.derbyshire.sch.uk)

**Section 1: Personal Details**

This section concerns your personal details, nationality and residency status and must be completed in full. The schools preferred method of contact is email, please ensure you provide an email address in this section.

**Section 2: Household Income**

This section should be completed as accurately as possible and include details of all income relating to the household/family unit. Please provide the names of all adults and their relationship to the applicant in this section. It is essential that evidence is provided for the information given in this section. The table below shows details of acceptable evidence. Please provide a photocopy of the relevant information. If you are unable to do this you will have to collect the original documentation from the school, or enclose an A4 SAE (Self-addressed envelope) with your completed application.

<b>Income Source</b>	<b>Evidence Required</b>
Monthly Earnings	4 weekly/3 monthly current salary slips
Self-Employment Earnings	SA302/latest tax return/audited accounts
Income Support	Latest award letter less than 6 months old or 2 months most recent bank statements
Employment & Support Allowance	Latest award letter less than 6 months old or 2 months most recent bank statements
Job Seekers Allowance	Latest award letter less than 6 months old or 2 months most recent bank statements
Incapacity Benefit	Latest award letter less than 6 months old or 2 months most recent bank statements
Child Tax/Working Tax Credits	<b>All Pages</b> of the most recent Tax Credits Awards Notice (TC602)
Guaranteed Pension Credit or Private Pension	Latest award letter less than 6 months old or 2 months most recent bank statements
Disability Living Allowance	Latest award letter less than 6 months old or 2 months most recent bank statements
Other Income	Relevant supporting evidence, including Private Pensions

**Section 3: Supporting Information**

Please use this section to help us understand any exceptional circumstances which are causing your family financial hardship.

**Section 4: Needs assessment**

The needs assessment of all successful applicants will give consideration to each applicants needs and give regard to the total funding available for Bursaries. The amount of financial assistance you will receive is dependent on your personal circumstances. It is intended to help you with the costs of overcoming any barriers you may have when

attending learning. Using the table in section 4 please tell us what you will need financial assistance for and how much you believe you will need for each of the specific resources you require. Any costs for educational visits provided by the school will be paid for separately. **This information is strictly confidential and will only be used for this assessment purpose. The school will NOT pay fuel costs to any student, public transport only will be considered. There are maximum allowances for each set of 'needs'.**

**Please be aware that the school can choose to pay Bursary awards 'in kind', e.g. by purchasing any equipment/resources required or providing learners with a travel pass or meal allowance.**

#### **Section 5: Bank Details**

You must provide us with details of a bank or building society account which accepts BACS payments; this must be the applicants' personal bank account.

#### **Section 5: Declaration**

Please make sure you have read and understood the declaration, and that all parties sign it.

***Please note: The funds are managed at the School's own discretion but in line with funding body (EFA) guidance and requirements. Each application is assessed on the basis of relative financial need and the school will determine the nature of the financial support given. Not all applications will be successful. The school accepts no responsibility for any costs incurred prior to approval of any financial support.***

**John Port School**  
**16-19 Bursary Fund Application 2016/2017**  
**CONFIDENTIAL**

**SECTION 1: Personal Details**

Title:	First Name:	Last Name:
Address:		
Postcode:		
Home Phone:		Mobile No:
Date of Birth:	Email Address:	

We prefer to use email for communication purposes. Please provide a personal email address. Your school email address will be used for all communication regarding the Bursary once you are enrolled.

Residency status:	
Have you been a UK resident for the past 3 years?.....	Yes <input type="checkbox"/> No <input type="checkbox"/>
Your age (in years) on 31/08/2016.....	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>

Are You in Local Authority Care or a Care Leaver?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>(If you are in Local Authority Care or a Care Leaver we require a letter from your Local Authority to confirm your status)</b>	
Do you live independently and receive Income Support	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you receive Employment & Support Allowance or Incapacity Benefit <b>and</b> Disability Living Allowance?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you live with Adults who are mainly responsible for you?	Yes <input type="checkbox"/> No <input type="checkbox"/>

## SECTION 2: Household income

Parents/Guardians to complete this section		
Pleas ensure <b><u>ALL</u></b> income is declared – any false declarations will be reported to the appropriate authorities		
<b>Adult 1</b>	<b>Adult 2</b>	
Full Name:	Full Name:	
Relationship to applicant:	Relationship to applicant:	
Income Type	Adult 1	Adult 2
Monthly earnings	£	£
Self-employed earnings	£	£
Income Support	£	£
Employment & support Allowance	£	£
Job Seekers Allowance	£	£
Incapacity Benefit	£	£
Child and/or Working Tax Credits	£	£
Guaranteed Pension Credit or other private pension	£	£
Disability Living Allowance	£	£
<b><u>ANY</u></b> Other income: (please specify below)	£	£
1.	£	£
2.	£	£
Sub Total	£	£
*Child Benefit (per Calendar month)	£	£
<b>Total Monthly Income</b>	£	£

\* The amount included for Child Benefit is for the applicant only; child benefit received for other children in the household is not taken in to account

**Please enclose evidence of all income with your application**

### SECTION 3: Supporting information

If you feel there are other circumstances which should be taken in to account please give details in the space provided below.

### SECTION 4: Needs Assessment

Resource	Cost
Bus/Train Fare	£  <b>Per Week</b> – Bus/train passes may be provided – <i>please note we do not pay a fuel allowance if you travel by car</i>
Meals: Lunch	£ 2.50 per day allowance on school catering card. Is this required? <b>YES/NO</b> <b>Please note: There is no alternative allowance for meals</b>
Uniform	£  <b>Total Cost</b> – Receipts to be provided if possible – An allowance of up to £100 may be granted
Textbooks/revision guides	Provide Details of each resource and cost below: Please indicate whether you need the resource or have already purchased the resource:
Any other resources essential to your studies	Please provide full details and costs:

### SECTION 5: Bank Details

Name of Account Holder:										
Name of Bank or Building Society										
Sort Code				-			-			
Account Number										

Building Society roll number (if applicable)	
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## SECTION 6: Declaration

I am making this application for funding and declare that all of the information provided is full and correct.

I understand that I may have to repay these benefits if I withdraw from my course during the academic year.

I understand that this application for funding is subject to completion of the relevant coursework and/or assignments, attendance at all exams and maintaining 100% attendance to all lessons.

I give permission for John Port School to speak to those named on this form regarding my application.

### Data Protection

All applications forms are processed under the Data Protection Act 1988. The information you provide may be shared with other organisations for administration and statistical purposes (with the exception of any banking information given).

## SIGNATURES

<b>Applicant:</b>	<b>Date:</b>
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<b>Adults responsible for the learner</b>	<b>Date:</b>
<b>Adult 1:</b>	<b>Adult 2:</b>
<input type="text"/>	<input type="text"/>

## Student Agreement to School Policies

Your Bursary is paid on condition that you achieve full attendance and meet the standards of behaviour and effort outlined below and in your Post 16 Agreement. The following explains what is expected from you to receive the payment.

### You are expected to:

- Attend all registrations and lessons as detailed on your timetable and inform the Bursary Office if your timetable changes
- Ensure you are punctual to all lessons
- Have a minimum of 12 hours of timetabled learning per week
- Follow the school absence procedure
- Ensure that your behaviour and effort meets with the school requirements (Post 16 Agreement)
- Check your attendance for absences on the weekly attendance printouts that your form tutor will have – an absence will mean non-payment or a delay to your payment
- Complete and hand in coursework and homework on time
- Wear the correct school uniform

### The school is expected to:

- Monitor your attendance and any absences
- Monitor your behaviour and effort in lessons and around the school
- Monitor your school uniform
- Authorise Bursary payments automatically if you have met all the criteria
- Inform you the following week if your payment has been stopped
- Respond to any queries or problems that you wish to discuss with them about the Bursary payment decision

### Getting permission for an absence (authorised absence)

It is understood that there is very occasionally, a reason why you may need to apply for permission to be absent. It is up to the Director of Sixth Form to agree to this planned absence. If they agree in advance of the absence, then your payment will not be affected. The following list shows examples where permission **may** be granted on a limited basis:

- Specialist medical appointment which cannot be arranged outside School hours
- Official University/College/Employer interview or visit
- Work experience placement
- Participation in a significant extra-curricular event
- Driving test (practical not theory)
- Official Religious observance
- Other events at the discretion of the Director of Sixth Form

### If you are ill or sick

Bursary Funding is given on condition of 100% attendance, however, we will allow up to two days sickness absence per year, after that **if you are off ill – you will not be paid your Bursary.**

### Other kinds of absence (unauthorised absence)

Bursary funding is given on condition of 100% attendance. If you are absent without permission then you will not be paid



The following reasons for absence would **not** be acceptable:

- Doctors/Dentist/Opticians appointments – during lesson time
- Holidays
- Part or full time work which is not part of your programme of study
- Leisure activities
- Birthdays or similar celebrations
- Babysitting younger siblings
- Shopping
- Driving lessons

**If your behaviour is unacceptable**

If your behaviour is deemed to be unacceptable and it invokes the school student disciplinary procedure (for example Referral or exclusion) your weekly payment will be withheld with immediate effect.

**If your effort is deemed unacceptable**

You will not receive payment if your effort in lessons is deemed unacceptable by your teachers or you fail to meet work deadlines.

**If you wish to appeal**

To appeal against a payment decision you must speak with the Director of Sixth Form.

**Remember payments are made retrospectively. Your attendance, behaviour and effort will be checked at the end of each week. If you have absences during the month which have not been authorised by the end of the school month your payment WILL be delayed for the affected weeks.**

**Learner Declaration:**

**I agree to the terms and conditions outlined in the attached agreement and accept that if I fail to adhere to them I will not receive my bursary payment.**

Name	Sign	Date:
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**Finance Use Only**

<b>Eligibility Criteria</b>	<b>Detail</b>
Date Application Received	
Learner is aged between 16 and 19	
Learner is entitled to free education	
Learner is enrolled on a valid learning programme (minimum 12 guided learning hours for 10 weeks)	
Learner is eligible to receive payments	
<b>Bursary Co-ordinator signature</b>	<b>Date</b>

Post completed forms to: Miss Walker-Endsor, Deputy School Business Manager, The Finance and Administration Office, John Port School, Main Street, Etwall, Derby, Derbyshire DE65 6LU