



19 September 2023

Dear Parent/Carer

### **16 to 19 Bursary Fund**

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

There are 2 types of 16 to 19 bursaries:

1. Bursaries for defined vulnerable groups
2. Discretionary bursaries which institutions award using policies they set, in line with the Education and Skills Funding Agency (ESFA) rules

More information can be found on the Trust website : [download.asp \(robertcarretrust.uk\)](https://www.robertcarretrust.uk/download.asp) , but if your household income is less than £31,500 a year or your young adult falls into the vulnerable group, we encourage you to look through the policy and for your young adult to submit an application by the deadline of Friday 29 September. However, if your circumstances change during the year there is a small contingency that allows for further applications.

Lastly, a reminder if you think you may be eligible for Free School Meals, please refer to the school website which provides an overview of the criteria, along with the detail of how to apply.

Yours faithfully

**Mrs L Bedford**  
Director of Finance and Resources

## Appendix B – Bursary Application Eligibility Form:

### The Robert Carre Trust 16-19 Bursary Scheme Application Form for Academic Year 2023-2024

Please complete the form and return to the school office with copies of the supporting evidence

Student Details				For office use	
First Name:		Surname:		Student meets the education provision criteria Yes/No	
Address:					
Have you the right of abode and been resident in the UK for the last 3 years?			Yes	No	Student meets the residency criteria for post 16 provision Yes/No

Bursary Criteria		For office use
To qualify you must be aged 16, 17 or 18 on 31 August 2023 and meet the EFA's residency criteria. The bursary is paid to enable you to attend training/education with us.		Student meets the age criteria (see policy for exceptions to this age) Yes/No
Please state the age of student on 31 August 2023		

Vulnerable Bursary Criteria/application		For office use
To qualify you (the student) must fall into one of the below categories and produce the required evidence as stated.		Student falls within one of the defined vulnerable groups: Yes/No Evidence seen and retained Yes/No
Are you, <b>the student</b> , in receipt of Income Support or Universal Credit because you are financially supporting yourself? (Evidence required - Income Support or Universal Credit Statement Letter)	Yes No	
Care Leaver or currently looked after in care or unaccompanied asylum seeker? (Evidence required - letter from Local Authority)	Yes No	
Are you in receipt of Disability Living Allowance or Personal Independence Payments in your own right, <b>as well as</b> Employment and Support Allowance or Universal Credit in your own right? (Evidence required, financial statement showing both DLA/PIP and ESA/UC)	Yes No  Yes No	
		Financial assessment carried out and the following bursary has been allocated: £ Associated criteria: 90%+ attendance  Award letter issued to student informing them of the outcome sent Yes/No

### Bank Details for Vulnerable Bursary Applications

Except in exceptional circumstances where a student is unable to administer their own account; we do not expect bursary payments to be paid into another person's account. The Trust will promote independence and the requirement for the student to have an account in their own name; where this is not possible parents will need to explain the reason why below and, in some cases, it may become a condition of payment of the bursary for them to hold their own account.

Please provide your bank details below, as printed on your bank card or statement

Account Holder's Name	
Bank Name and Branch	
Account Number	
Sort Code	

Discretionary Bursary Criteria/application: Free School meals		For office use	
Free School Meals Are you or your siblings in receipt of Free School Meals (FSM) – if you answer yes to this you do not need to provide any further information. Name of sibling(s).	Yes No	Priority 1: Eligibility confirmed: £779 FSM authorised	Yes/No
Discretionary Bursary Criteria/application: eligibility check		For office use	
If you <b>do not</b> qualify for FSM, we will need to assess your household income to see if you qualify for a Discretionary Bursary. You may need the person responsible for the household bills to complete this section. If your <b>TOTAL</b> Household income exceeds <b>£31,500</b> per annum you may not be eligible for a Bursary payment.		Evidence below meets the Trust's bursary criteria and copies retained: Yes/No	
Please tick to indicate what type of evidence you have provided for the household members and ensure it is dated within the last 3 months where applicable. If you cannot provide evidence, then we cannot process your application for bursary payments.			
Copies of documents included with this application ✓	Type of document	Please detail the amount received	
		Person 1: Amount	Person 2: Amount
	If you are working, please provide evidence of your income by providing copies of P60 for tax year 2022/23, or Wage slips for household (month 12 or week 52 – March 2023)		
	Self-employed earnings (official tax return)		
	Income Support/Universal Credit (award letter)		
	Working/Child Tax Credit – Full award notice for full year		
	Child Benefit (award letter)		
	Disability Living Allowance or Personal Independence Payments		
	Housing Benefit		
	Carer's Allowance		
	Grants or Bursaries		
	Any other benefits – please specify		
	Any other income/pension – please specify		

Total annual income		
Household members	Person 1	Person 2
First Name		
Surname		
Relationship to learner		
Telephone number		
Email		

**DECLARATION**

- I declare that the information on this form is true and accurate to the best of my knowledge.
- I have read and understand the 16-19 Bursary Fund information provided with this application. I have made this claim for Bursary payment, fully aware that any false statements can lead to withdrawal/refusal of any financial support and may leave me open to prosecution.
- I understand that if I refuse to provide information which may be relevant to my claim, the Application will not be accepted.
- I understand that monies I receive under the Bursary Scheme will be paid on condition of standards of attendance and behaviour.
- I will attend regularly and complete the course for which the bursary has been provided.
- When financial changes to my household occur, which may result in changes to my claim, I confirm will notify the Trust immediately.
- I understand that monies I receive under the Bursary Scheme have been awarded to provide me with financial support to allow me to continue in education, and if I leave education all financial support will stop.
- I understand that I do not have an automatic entitlement to Bursary payments, and all payments are based on the information I have provided.
- I am clear that the Bursary payments I receive are to provide me with means to remain in education.
- Any equipment provided will remain the property of the Trust and should be returned in good condition at the end of the course.
- I understand I have the right to appeal if I disagree with the outcome of my Bursary Application. This appeal should be made to Director of Finance and Resources.
- I am aware that the funding covers only this academic year and that I must re-apply next year

Applicant Signature:

Date:

Signature of Person in Charge of Household Income:

Date:

### Appendix C – Bursary Application Claim Form

Category	Tick	Further Details – including estimated costs where relevant (with evidence where available)
Travel to/from Sixth Form		Method of transport .....  Distance between The Sixth Form & home (miles) .....  If bus, please confirm bus route/bus operator.....  Cost of bus pass .....
Books for the subject you are studying		Details of books required:
IT/specialist equipment/materials/specialist clothing for subjects studied		
Subject-Specific Educational Visits		
Exam Re-sit Fees		
UCAS Application, University Interviews/Open Days, Preparation courses		
6 <sup>th</sup> form clothing		
Stationary, revision aids or general resources		
School lunches (funds can be added to your cashless catering account)		
Total cost:		

Approved \_\_\_\_\_

Date \_\_\_\_\_

EXAMPLE

Category	Tick	Further Details – including estimated costs where relevant (with evidence where available)
Travel to/from Sixth Form	✓	Method of transport: Bus  Distance between The Sixth Form & home (miles): 15  If bus, please confirm bus route/bus operator: Sleafordian 456  Cost of bus pass: £500
Books for the subject you are studying		Details of books required:
IT/specialist equipment/materials/specialist clothing for subjects studied		
Subject-Specific Educational Visits		
Exam Re-sit Fees		
UCAS Application, University Interviews/Open Days, Preparation courses	✓	UCAs application fee £22.50  Train fair to Leeds University open day - £40
6 <sup>th</sup> form clothing	✓	2 x suit £200
Stationary, revision aids or general resources	✓	Note books - £10 Pens - £5.50
School lunches (funds can be added to your cashless catering account) (approximately £500 per year)		
Total cost: (please ensure receipts attached)		£778