

## **Bursary Fund and Free Meal Scheme 2022/23 (for 16-19 year-old students)**

### **Procedures & Guidance**

The Bursary and Free Meal Fund exists to enable students who have been identified as experiencing the greatest need for financial support to remain in education and thereby improve their choices in life. The fund may provide assistance for travel, meals, trips and essential curriculum resources if you fall within the priority groups.

We recognise that post-16 education brings with it a financial burden for parents/carers and that, for this reason, we are likely to receive many more applications than we can approve. We are committed to assessing all applications received in a fair, consistent and objective manner.

Students must re-apply for the Bursary Fund each year of their studies.

If you have any queries please contact the Finance Team or your Personal Progress Tutor.

### **Eligibility & Prioritisation**

Students must:

- be at least 16 and under 19 years on 31 August 2022
- meet the residency requirements. This means having a British or Northern Ireland passport, or having your passport endorsed to show you have the right of abode in the UK or having 'settled status' in the UK.

You can apply for a Discretionary Bursary if you are over 19 and either:

- continuing on a course you started aged 16 to 18 (known as being a '19+ continuer')
- have an Education, Health and Care Plan (EHCP).

We cannot know, until the application deadline, how many students are in each financial category, we will initially work with three categories. The thresholds for each category may be adjusted due to higher or lower than expected numbers of applications in each category and consequently monetary payments may increase or decrease mid-term to adjust to the numbers accepted onto the Bursary. All students aged 16 to 19 with at least 12 guided learning hours or more are eligible to apply and will need to indicate the category their application falls within.

### **Application Process**

Application Forms are available on our website, from Reception or your Personal Progress Tutor's office. Please return completed forms to [bursary@sixth.trinitymat.org](mailto:bursary@sixth.trinitymat.org) or Reception.

In order to assess your application, we will need you and your parents/carers (except where you are an independent student) to provide us with evidence of your financial situation. You must provide full details of the income of any adults in your household. Failure to include this information with appropriate documentation will mean that it is not possible to process your application. We will deal with your application in the strictest confidence and any personal information provided will remain private and be stored securely. Please see the privacy notice in the guidance notes for further information.

Where evidence is requested, we require clear, high quality copies. When assessed, you will receive an email outlining the decision with details as to your allocation (if successful) or an email informing you as to the reason why the application was unsuccessful.

## **Application Deadlines**

The first deadline for applications is 30 September 2022.

Application forms received later will be considered for inclusion in a later Bursary intake. Application for the Bursary never closes, we will always look at new applications.

## **Payments**

If you are granted a monthly payment from the Bursary Fund, payments will begin as soon as we have processed your application and no later than October for successful applications made by the deadline. Monthly payments are dependent upon attendance of 90%. The academy can also stop payments if you do not adhere to the conditions of your Learning Agreement with regard to progress, attitude or behaviour. Please note all absences must be authorised on the day of absence by parents/carers. No backdated payments will be made for late notification of absence.

Payments may be made either by bank transfer to the students account, travel passes, meal vouchers, or a combination of both, or any other method deemed appropriate. The Bursary is paid in arrears where monetary payments are made. The academy may substitute travel passes, meal vouchers or other non-monetary items. All decisions in respect of how a Bursary is delivered to a student is completely at the academy's discretion and can be changed at any time.

## **Appeals**

If you believe that the decision regarding your Bursary application is incorrect, you should put in a Letter of Appeal to the Finance Controller, at the academy's address within 10 days of the academy's decision. You will receive a decision on your appeal within two weeks of our receipt of the appeal. If you are still not satisfied with the decision, you should use the academy's usual Complaints Procedure.

## **Future Changes to the Bursary Fund**

As the Bursary Fund is always evolving, we closely monitor its implementation for consistency, fairness, appropriateness and impact. Where we feel that improvements can be made, we will make the necessary changes at appropriate points during the academic year 2022-2023 and a thorough review will take place for the academic year 2023-2024.

## **Privacy Notice for Students and Parents – Trinity Sixth Form Academy Bursary Fund**

This privacy notice explains how the academy use your personal information. This can be found on our website: <https://sixth.trinitymat.org/policies-summaries/> If you have any questions about the way we use your personal data, please contact our Data Protection Officer by email at [coo@trinitymat.org](mailto:coo@trinitymat.org)

Your personal information is used by us to exercise our official authority to provide further education services within the legislative framework of the Further and Higher Education Act and the Education (Government of Further Education Colleges) Regulations 1992. We also have requirements placed on us by the Department for Education (DfE), and the Education and Skills Funding Agency (ESFA).

### **What information do we collect about you?**

We collect information from you when you submit an application to the TSFA Bursary Fund. The information we collect includes your name, address, contact details, date of birth and information about your household and personal circumstances.

### **How will we use information about you?**

We will use the information you provide to process your application for the Bursary Fund. We also pass information to relevant government bodies and agencies as part of our mandatory duty. You can view a separate privacy notice from the Education and Skills Funding Agency on behalf of the Department for Education at the end of this notice.

Your information will be securely destroyed after it is no longer required for these purposes, in accordance with our retention policy. You can request a copy of this policy from the academy's Data Protection Officer.

### **Special Categories of Information**

The academy will also ask you to provide information relating to your residency and nationality, and information relating to benefits your household may receive which may be relevant to your health and other personal circumstances. This information is used to assess your eligibility under the categories of the Bursary, and to ensure that we meet our obligations under the Equality Duty.

If you would like to discuss this further, please do not hesitate to contact us.

Please read before completing the Application Form on page 5-8

**Category A: Vulnerable Student Support**

Defined as	Documentation required
<ul style="list-style-type: none"> <li>16-19 year-old in care/ care leavers/or on a special guardianship order.</li> </ul>	<ul style="list-style-type: none"> <li>Written confirmation of their current or previous looked-after status from the relevant local authority - this is the local authority that looks after them or provides their leaving care services. The evidence could be a letter or an email but must be clearly from the local authority.</li> </ul>
<ul style="list-style-type: none"> <li>16-19 in receipt of Income Support or Universal Credit in their own name 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 partner.</li> </ul>	<ul style="list-style-type: none"> <li>A copy of the student's recent Income Support/Universal Credit award notice in their own name. They must be entitled to the benefit in their own right and the evidence must confirm that the young person can be in further education or training. Students in receipt of Universal Credit must also provide additional documentation to confirm their independent status, for example a tenancy agreement in the student's name, a child benefit receipt, children's birth certificates, utility bills etc.</li> </ul>
<ul style="list-style-type: none"> <li>16-19 in receipt of Disability Living Allowance or Personal Independence Payments in their own name and either Employment Support Allowance or Universal Credit in their own name.</li> </ul>	<ul style="list-style-type: none"> <li>A copy of the student's recent award notice / entitlement showing: Disability Living Allowance or Personal Independence Payments in their own name Employment Support Allowance / Universal Credit award in their own name.</li> </ul>
<p>Students in Category A will be entitled to a Bursary payment, in cash or goods, (determined by the academy) amounting to £1,200 per year where there is a financial need. The student will use this to fund travel, meals and essential curriculum resources.</p>	

**Category B & C: Discretionary Bursary**

<ul style="list-style-type: none"> <li><b>Category B:</b> Discretionary Bursary, student living in a household where the gross income is £16,190 or less</li> <li><b>Category C:</b> Discretionary Bursary, student living in a household where the gross income is between £16,190 and £26,000. <i>Students who fall near the £26,000 threshold are advised to apply as we constantly review this.</i></li> </ul>	<ul style="list-style-type: none"> <li>Documentation showing you were eligible for Free School Meals during Year 11 or that your total annual household income (including tax credits and benefits) is below the Free School Meal threshold of £16,190.</li> <li><b>Tax Credit Award Notice (TC602):</b> issued within the last 6 months confirming annual income shown as 'Total income for the year 6 April 2021 to 5 April 2022'</li> <li><b>Council Tax Discount letter:</b> if the household is a single adult household we will also need a copy of documentation to confirm this</li> <li><b>Award or Entitlement letter</b> showing benefits received (3 most recent monthly awards)</li> <li><b>P60</b> for the tax year 2021/22: statement of earnings from employer, the income will be shown as total pay for the year, total income or gross income</li> <li><b>Self-assessment Tax Calculation Form (SA302) if self-employed:</b> form sent by the Inland Revenue to self-employed people (equivalent to P60), income will be shown under 'Total Income'. Please also send the latest 3 monthly bank statements.</li> </ul>
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**Student Bursary Fund 2022/23 - Application Form**

**SECTION 1 – TO BE COMPLETED BY THE STUDENT**

Full name	
Address	
Post code	
Telephone Number	
Nationality	
Date of birth	

**RESIDENCY**

UK       EU/EEA/Swiss nat.       Settled status

Other       Please state .....

	YES	NO
Have you lived in the UK/EEA for the last three years?		
Have you ever been in care or are you a care leaver?		
Do you support yourself financially/live independently?		
Did you previously receive free school meals (Year 11 leavers only)?		
Are you a parent who has responsibility for a child?		

After reading page 4 please specify which Bursary are you applying for?	Tick
Category A: Vulnerable Student Support	
Category B: Student living in a household where the gross income is £16,190 or less (including all tax credits and benefits)	
Category C: S student living in a household where the gross income is between £16,190 and £26,000.	

**SECTION 2 - HOUSEHOLD DETAILS**

How many adults live in your household?

**Please do not count older siblings (brothers/sisters) in this number**.....

Who do you live with? Please specify.....

**SECTION 3 - DETAILS OF ADULTS WHO ARE RESIDENT IN THE STUDENT'S HOUSEHOLD**

<b>Adult 1</b>	<b>Adult 2</b>
Name	Name
Address	Address
Postcode	Postcode
Relationship to applicant (student)	Relationship to applicant
Telephone number	Telephone number
Employment status (e.g. employed, unemployed, self-employed) <b>Please state</b>	Employment status (e.g. employed, unemployed, self-employed) <b>Please state</b>
Occupation	Occupation

**SECTION 4 – HOUSEHOLD INCOME – TO BE COMPLETED BY THE PARENT(S)/CARER(S) FOR CATEGORY B & C APPLICANTS**

Does the student live with you at the address shown? Answer **Yes or No**.....

Are adults in your household in receipt of any of the following benefits?

	ADULT 1	ADULT 2
Income Support or Universal Credit		
Employment & Support Allowance or Personal Independence Payment		
Free School Meals (for Year 11 leavers only)		
Disability or Carers Allowance		
Child Tax Credit		
Job Seeker’s Allowance		
Working Tax Credit		
Pensions Credit		
Other benefits, please specify		

What is your gross earned household annual income, without Tax Credits?	
What is your total gross household annual income? This is your gross annual salary and / or any Pensions, Benefits and Tax Credits, income from investments you may receive.	
Do you have any savings/investments? Answer Yes or No If Yes please provide full details.	
Do adults in your household have other income / job not stated above. Answer Yes or No	

	YES	NO
Do adults in your household receive Housing Benefits?		
Do adults in your household pay Council Tax?		

**Evidence of relevant benefit/s must be attached, see page 4 for guidance.**

**SECTION 5 – FINANCIAL ASSISTANCE**

Please tick which types of financial assistance you would require.

- Travel (only eligible if you live 2 miles or more away from TSFA)
- Do you have a disability which prevents you walking 2 miles?
- Meals
- Trips
- Essential curriculum equipment

**SECTION 6 – STUDENT DECLARATION**

- I declare that the information and evidence provided is correct and complete to the best of my knowledge.
- I have read the guidance and accept the conditions of any Bursary awarded to me.
- I understand that if I give false information or incomplete information my application will be cancelled and action will be taken, where appropriate, to recover any money paid to me.
- I accept that I will need to refund any sum arising from an overpayment for any reason.
- I understand that, if I do not keep to the conditions of my learning agreement, payments may be withheld.
- I understand that, if I leave the academy, I will not be entitled to further payments.
- I understand that the information provided may be shared with other agencies for the purposes of verification and prevention of fraud. **Cases of fraud may be prosecuted.**

**Student** Signed.....Print name..... Date.....

**ADULT DECLARATION**

*This section must be completed by the applicant’s parent(s)/carer(s) as applications will be assessed against household income.*

- I/We declare that the information and evidence provided is correct and complete to the best of my knowledge.
- I/we will provide any additional information which may be required by the academy to verify my/our circumstances.
- I/we will inform the academy of any changes in financial circumstances which may affect the award.
- I/we understand that if my/our child does not keep to the condition of their Learning Agreement, payments may be withheld.
- I/we understand that, if my/our child leaves the academy, he/she will not be entitled to any further payments.
- I/we understand that the information provided may be shared with other agencies for the purposes of verification and prevention of fraud. **Cases of fraud may be prosecuted.**

**Adult 1** Signed.....Print name..... Date.....

**Adult 2** Signed.....Print name..... Date.....

**Student Bank Account**

**You must have a bank or building society account in your own name to enable payments to be made.**

Name on account:

Name of bank/building society:

Sort code 6 digits:

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Account number 8 digits:

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Student signature: .....

Parent/Carer signature: .....

**The first deadline for submitting applications and evidence is 30 September 2022.**

**Please check your application form is fully completed with copies of supporting evidence supplied.**



**Assessment and Approval 2022/23**  
**FOR OFFICE USE ONLY**

Date Application Received:  
Application Number:

**Eligibility – Please tick appropriate box (✓)**

Category A \_\_\_\_\_  
Category B \_\_\_\_\_  
Category C \_\_\_\_\_

<b>Assistance Required</b>	<b>Assistance Granted</b>
Travel	<input type="checkbox"/>
Meals:	<input type="checkbox"/>
Trips	<input type="checkbox"/>
Essential curriculum resources	<input type="checkbox"/>
<b>NOTE – Must fall within guide amounts</b>	

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Checked by  
Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_