



Joseph Leckie Academy

Ref: AB/CJ

5th September 2017

Dear Parents,

Sixth Form Bursary Fund

What is the Bursary Fund?

Since September 2011 students in the Sixth Form who are in need of financial support for purchasing books, transport and equipment can apply to the Academy's 16 - 19 Bursary Fund. The Government provides money directly to schools / academies for them to manage. We are committed to distributing bursaries to those students with the greatest need.

The 16 - 19 Bursary Fund has two elements:

1. A bursary of £1,200 a year for young people in the following defined vulnerable groups: in care, care leavers, young people in receipt of Income Support or Universal Credit, disabled young people in receipt of Employment Support Allowance who are also in receipt of Disability Living Allowance or Personal Independence Payments.
2. Discretionary Bursaries are available for those in need of financial help to meet specific costs to enable them to stay in education and complete their courses. This may provide support towards transport, equipment, and fieldwork costs, for example.

Eligibility

- A student must be aged 16 and under 19 on the 31st August in the academic year in which he/she starts a programme of study.
- A student must be on a full time programme of study.

The Full Bursary (£1,200.00)

Students can apply for a bursary of £1,200.00 per annum if they meet one of the following criteria:

- Living in care
- Lives independently having left Local Authority care
- Students receiving Income Support or Universal Credit
- Disabled, receiving Employment Support Allowance who are also in receipt of Disability Living Allowance or Personal Independence Payments

The Discretionary Bursary

Students can apply for this grant to fund particular needs. Students may use funding for:

- Travel Passes
- Books/equipment/materials/specialist clothing
- Field trips and visits related to courses
- Exam retakes/UCAS fees
- Travel expenses for Higher Educational visits

Students can apply for this grant if they are eligible for free schools meals. If they have yet to apply for the free school meals, applications can be collected from the Academy or downloaded at : <http://cms.walsall.gov.uk/fsmapp411kb.pdf>. Students with household incomes of £21,000.00 and under are also eligible for an element of the bursary.

If you don't qualify for the above but still need financial assistance for your studies please fill in an application form. One off discretionary payments can be made but funds are limited and depend on the particular circumstance(s).

Students will qualify for free schools meals if a parent/carer or their partner is receiving:

- Income Support / Universal Credit
- Income based job seekers allowance
- Employment Support Allowance (Income related)
- Child tax credit - provided they are not entitled to working tax credit and have an annual taxable income as assessed by the Inland Revenue which does not exceed £16,190
- Guaranteed Element of State Pension Credit
- Support under Part IV of the Immigration and Asylum Act 1999

How to Apply

The application is for the academic year 2017-2018. Students should apply each year and should complete the 16-19 Bursary Fund Application Form. This should be done at the start of each academic year.

Students will need to provide appropriate evidence to support their application. For the Full Bursary this might include:

- A letter referring to the benefit to which the young person is entitled
- Written confirmation from the LA of the young person's current or previous looked after status

For the Educational Support Grant this should include evidence of benefits/allowances/grants or household income to include a household's latest P60.

Application Forms are available from the Attendance Office via Mrs C Jawanda.

Payment of the Full Bursary

- Payment will be made by direct debit to the student four times per year.
- Payments will depend on expected attendance rates of 100%, punctuality of 100%, good behaviour, completion of work to acceptable standards and grades, and a signed Sixth Form contract. (The contract your child was given at the beginning of the year will need to be met). Individual cases will be considered where attendance / punctuality figures have not been met, for genuine reason(s). The absolute minimum expectation for attendance and punctuality is 96%.

Payment of the Discretionary Bursary

- Payment will be made by direct debit to the student.
- Payments will be made on production of relevant receipts/invoices/official estimates.
- Award and payment will also depend on attendance of 100%, punctuality of 100%, good behaviour and completion of work to acceptable standards and a signed Sixth Form contract. Individual cases will be considered where for example attendance / punctuality figures have not been met, for genuine reason(s).

Retained Contingency

The Academy will retain a contingency to cover the cost of administration of bursaries awarded throughout the academic year due to possible changes in the financial or domestic circumstances of individual students. The contingency will also be available for families who have low income and require help to purchase educational materials or contribute to visits. This is available on an individual basis.

Organisation and Appeals

- The Head of Sixth Form will be responsible for deciding who receives the awards based on the criteria outlined above.
- The Bursary Fund is given to the Academy every year by the Education Funding Agency. Once these monies have been allocated during the year the Academy will not be able to make any further grants until the new academic year.
- Appeals relating to the grant or bursary should be made in the first instance to the Head of the Sixth Form.
- Further and final appeals should be made to the Principal at the Academy. There is no further right of appeal.

Yours faithfully,

Mr A Banbery

Assistant Principal / Head of Sixth Form

Joseph Leckie Academy

Walstead Road West, Walsall, West Midlands WS5 4PG

Principal: Keith Whittlestone

Tel: 01922 721 071 Fax: 01922 641 497

email: postbox@josephleckieacademy.co.uk

web: www.josephleckieacademy.co.uk