

# **Torquay Boys' Grammar School 16 -18 Learner Support Bursary**

## **Information Sheet**

### **Eligibility**

To be eligible to receive a bursary students must be aged under 19 on 31 August in the academic year in which they start their programme of study and must satisfy DfE residency criteria.

To continue to receive a bursary, students must satisfy the following conditions:

- The student's level of unauthorised and unexplained absence from all lessons must be no greater than 10%.
- The student must not have broken the terms of the Sixth Form contract.
- Evidence must be provided (receipts) to demonstrate that the money is spent on the items specified in the application.

### **Application process**

Students apply for funds for specific educational purposes (see below). A school governors' remissions panel will assess each claim and authorise payments up to the permitted maximum in each term. The panel will confirm the appropriate payment at their discretion

Students should apply for a Bursary as soon as possible after admission in September.

All decisions will be made by the Remissions Panel which will sit in October, January and May.

#### Specific Educational Purposes

- books and equipment
- educational trips
- costs of transport
- examinations
- tuition
- meals in school

There are three levels of Bursary payment:

#### **Level One**

##### ***How much?***

£1200 per year (£600 in autumn term, £300 in spring, £300 in summer)

##### ***Who?***

Young people in care, care leavers, young people in receipt of income support and disabled young people in receipt of Employment Support Allowance who are also in receipt of Disability Living Allowance.

## **Level Two**

### ***How much?***

£800 per year (£400 in autumn term, £200 in spring, £200 in summer)

### ***Who?***

Those in receipt of Free School Meals

## **Level Three**

### ***How much?***

£300 per year (£150 in autumn term, £75 in spring, £75 in summer)

### ***Who?***

Those in receipt of means-tested benefits or with an identifiable financial need who do not fall into Levels 1 or 2 above.

## **Appeals**

If students feel that their application has been unfairly denied, they should follow the appeals procedure below:

1. The parent/carer/student sets out in writing why they feel the decision is wrong and submits this to the Remissions Panel.
2. If there is still no agreement, the parent/carer/student can appeal to the Finance Committee of the schools' Governing body.
3. If there is still no agreement, the matter will be taken to an independent committee made up of the Director of Sixth Form at Torquay Girls' Grammar School and the Business Managers of the two schools



## TORQUAY BOYS' GRAMMAR SCHOOL LEARNER SUPPORT BURSARY

### APPLICATION FOR FINANCIAL SUPPORT 2016/2017

#### *Private & Confidential*

Please complete this form and return to **Sixth Form Reception** in a sealed envelope addressed to the Remissions Panel along with photocopies of evidence as required (please do not provide originals of documents). Please complete:

- **Category One** if any of the following apply: You are a young person in care, care leaver, a young person in receipt of income support, or a disabled young person in receipt of both employment support allowance and disability living allowance.
- **Category Two:** if you are in receipt of free school meals
- **Category Three:** if your main carer is in receipt of benefits, or if there are any other financial difficulties facing the family and Categories One and Two do not apply.

#### ALL APPLICANTS TO COMPLETE IN FULL: Part A – PERSONAL DETAILS (Please complete in full)

Surname:	Forename(s)
Address:	Date of Birth:
Post Code	
Home Telephone No:	Mobile Telephone No:

#### ALL APPLICANTS TO COMPLETE IN FULL:

#### Part B – COURSE DETAILS (Please complete in full)

Subject 1:	Teacher(s)
Subject 2:	Teacher(s)
Subject 3:	Teacher(s)
Subject 4:	Teacher(s)
Subject 5: (IB only)	Teacher(s)
Subject 6: (IB only)	Teacher(s)

**NOW COMPLETE THE RELEVANT CATEGORY BELOW AND PART D**

**CATEGORY ONE**

<b>Part C – CATEGORY ONE - YOUR CIRCUMSTANCES – Please indicate if any of the following apply to you.</b>	
<b>Young Person in Care</b>	Yes/No
<b>Care Leavers</b>	Yes/No
<b>Young person in receipt of income support</b>	Yes/No
<b>Disabled young person in receipt of both employment support allowance and disability living allowance</b>	Yes/No

*If any of the above circumstances apply to you, please provide the following evidence and tick to confirm that photocopies are attached:*

**Either:** A Letter setting out the benefit to which you are entitled  or

Written confirmation of your current or previous looked after status from the local authority

**NOW GO STRAIGHT TO PART D**

**CATEGORY TWO**

<b>Part C – CATEGORY TWO - YOUR CIRCUMSTANCES</b>	
<b>Are you in receipt of Free School Meals</b>	Yes/No

*If you are in receipt of Free School Meals, please provide evidence and tick to confirm that photocopies are attached:*

**NOW GO STRAIGHT TO PART D**

**CATEGORY THREE**

<b>Part C – CATEGORY THREE - YOUR CIRCUMSTANCES – Is your main carer in receipt of one of the following means-tested benefits:</b>	<b>Evidence Provided</b>
<b>Jobseeker’s Allowance (JSA)</b>	Yes/No
<b>Income Support</b>	Yes/No
<b>Disability Living Allowance (DLA)</b>	Yes/No
<b>Council Tax Benefit</b>	Yes/No
<b>Housing Benefit</b>	Yes/No
<b>Carer’s Allowance</b>	Yes/No

*Please provide photocopies of recent official letter(s) from the relevant Benefit Agencies, and indicate what evidence is being provided.*

**CATEGORY THREE (Continued)**

Part C – CATEGORY THREE - YOUR CIRCUMSTANCES CONTINUED – If none of the above apply but you still wish to claim, please provide evidence from your main carer from the following list:	Evidence Provided
<b>P60 or Tax Credit Award Notice</b>	Yes/No
<b>SA302 form or certified accounts if self-employed</b>	Yes/No
<b>A Letter detailing the precise financial difficulties faced (Please see Part 5)</b>	Yes/No

*Please provide photocopies of relevant evidence.*

**NOW GO TO PART D**

---

**PART D**

**ALL APPLICANTS TO COMPLETE IN FULL**

Part D – ASSISTANCE WITH COURSE EXPENSES – Please state what you require assistance with including cost involved. This may include: course books, equipment/materials/trips or visits/travel/other costs.	Cost £

*If you require assistance with travel costs:*

**Have you applied for a subsidised pass from Torbay Council or Devon County Council?      Yes/No**

**How do you travel to school? (please circle)    BUS    TRAIN    CAR    OTHER**

Part E – STATEMENT IN SUPPORT OF YOUR APPLICATION Please state clearly your reasons for applying (continue on a separate sheet if necessary):

**ALL APPLICANTS TO SIGN AND DATE DECLARATION**

**Part F – YOUR DECLARATION**

- I declare that the information in this form is correct, to the best of my knowledge.
- I agree to maintain an attendance rate of at least 90%
- I agree to abide by the terms of the Sixth Form Contract
- I declare that I will not miss lessons without good reason and without giving the school prior notice.

**YOUR SIGNATURE:**

**DATE:**

**Bank Name**

**Bank Sort Code Number:**

**Account Number:**

**FOR OFFICE USE ONLY**

**DATE FORM RECEIVED:**

**CATEGORY**

**AMOUNT (£)**

**PAYMENT(S) TO:**

**NOTES/COMMENTS**

**Books**

**Equipment/Materials**

**Trips/Visits**

**Travel**

**Other**

**TOTAL**

**Authorised By:**

**Date:**

J Bainbridge  
Head of 6<sup>th</sup> Form

**Payment Schedule:**

**Autumn Term Payment**

**Spring Term Payment**

**Summer Term Payment**