



# **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

### **Evidence**

All applications for 16 to 19 bursaries must be supported by appropriate evidence. Examples of acceptable evidence we may request are:

- Previous 3 to 6 months' worth of payslips;
- P60;
- Written confirmation of a student's current or previous looked-after status from the relevant local authority; and/or
- Written confirmation of a benefit award or tax credit notice, in the name of the student (for either bursary) or the parent (for the discretionary bursary)

***There are two categories of Bursary payment:***

**Category One - Bursaries for young people in defined vulnerable groups**

***How much?***

Up to £1200 per year

***Who?***

- In care;
- Care leavers;
- Receiving Income Support (IS), or Universal Credit (UC) 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; or
- Receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIPs) in their own right as well as Employment and Support Allowance (ESA) or UC in their own right

**Category Two - Discretionary bursaries**

**Band A**

***How much?***

Up to £800 per year

***Who?***

- Those in receipt of Free School Meals
- Those with a household income below £17,500

**Band B**

***How much?***

Up to £450 per year

***Who?***

- Those whose parents have written confirmation of a benefit award or tax credit notice
- Those with a household income below £25,000

## **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

## **Payment process**

Payments are made using the following process:

- Make in-kind payments, such as travel passes, books, equipment or vouchers for meals
- Make payments by BACS transfer to the student's bank account



## TORQUAY BOYS' GRAMMAR SCHOOL LEARNER SUPPORT BURSARY

### APPLICATION FOR FINANCIAL SUPPORT 2022/2023

#### *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, Universal Credit or a disabled young person in receipt of both employment support allowance and disability living allowance or Personal Independence payments.
- **Category Two – Band A:** if you are in receipt of free school meals or have household income below £17,500
- **Category Two – Band B:** if your main carer is in receipt of benefits, or if household income is below £25,000.

ALL APPLICANTS TO COMPLETE IN FULL: Part A – PERSONAL DETAILS (Please complete in full)	
Surname:	Forename(s)
Address:	Date of Birth:
Post Code	
Home Tel No:	Mobile No:
Student email address:	Parent/Guardian email address:

#### 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)
Subjects 4-6: (IB only)	Teacher(s)

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

**CATEGORY ONE**

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

Part C – CATEGORY TWO - YOUR CIRCUMSTANCES	
Are you in receipt of Free School Meals	Yes/No
Is household income below £17,500	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 TWO – BAND B**

Part C – CATEGORY THREE - YOUR CIRCUMSTANCES – Is your main carer in receipt of one of the following means-tested benefits or Household income below £25,000:	Evidence Provided
Jobseeker's Allowance (JSA)	Yes/No
Income Support	Yes/No
Disability Living Allowance (DLA)	Yes/No
Council Tax Benefit	Yes/No
Housing Benefit	Yes/No
Carer's Allowance	Yes/No

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

**CATEGORY TWO -BAND B (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
P60 or Tax Credit Award Notice	Yes/No
SA302 form or certified accounts if self-employed	Yes/No
Is household income below £25,000	Yes/No
A Letter detailing the precise financial difficulties faced (Please see Part 5)	Yes/No

*Please provide photocopies of relevant evidence.*

**NOW GO TO PART D**

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**PART D**

**ALL APPLICANTS TO COMPLETE IN FULL**

<b>Part D – ASSISTANCE WITH COURSE EXPENSES –</b> 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**

<b>Part E – STATEMENT IN SUPPORT OF YOUR APPLICATION</b> Please state clearly your reasons for applying (continue on a separate sheet if necessary):
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**ALL APPLICANTS TO SIGN AND DATE DECLARATION**

<b>Part F – YOUR DECLARATION</b>			
<ul style="list-style-type: none"><li>• I declare that the information in this form is correct, to the best of my knowledge.</li><li>• I agree to maintain an attendance rate of at least 90%</li><li>• I agree to abide by the terms of the Sixth Form Contract</li><li>• I declare that I will not miss lessons without good reason and without giving the school prior notice.</li></ul>			
<b>YOUR SIGNATURE:</b>		<b>DATE:</b>	
<b>Bank Name</b>			
<b>Bank Sort Code Number:</b>		<b>Account Number:</b>	
<b>FOR OFFICE USE ONLY</b>		<b>DATE FORM RECEIVED:</b>	
<b>CATEGORY</b>	<b>AMOUNT (£)</b>	<b>PAYMENT(S) TO:</b>	<b>NOTES/COMMENTS</b>
<b>Books</b>			
<b>Equipment/Materials</b>			
<b>Trips/Visits</b>			
<b>Travel</b>			
<b>Other</b>			
<b>TOTAL</b>			
<b>Authorised By:</b>		<b>Date:</b>	
<b>J Bainbridge</b> <b>Head of 6<sup>th</sup> Form</b>			
<b>Payment Schedule:</b>			
<b>Autumn Term Payment</b>			
<b>Spring Term Payment</b>			
<b>Summer Term Payment</b>			