



## WOA6 (SIXTH FORM) STUDENT FINANCIAL SUPPORT (BURSARY)

This policy has been created to give guidance on financial support available to eligible students throughout their post 16 studies at Wodensborough Ormiston Academy Sixth Form (WOA6). A key priority for the Government is to close the gap in attainment between those students who are classed as Disadvantaged (due to economic/financial factors) and those who are not.

The purpose of the financial support available to students at WOA6 is only available to help them with the monetary costs in taking part in post 16 education. The funding is available to the most in need of financial support during this time period. The costs associated with sixth form that the bursary can support includes:

- Travel costs to and from sixth form (depending on distance)
- Equipment needed
- Specialist clothing requirements
- Essential books and stationary

Therefore, if students are successful with their application for any bursary, they may receive paid in kind rather than in cash. The reason for this is to ensure that students bursary is being spent on the costs associated with attending sixth form and with supporting their next steps in education.

In-kind payments may include:

- Free school meals
- Local bus pass
- Equipment/resources
- Educational trips
- Costs incurred with further/higher education, job and apprenticeship open days/interviews

**Eligibility** - To identify if a student is eligible for any financial support through the 16-19 bursary in the academy year 2023-24:

- Students must be aged 16 or over and under 19 on 31<sup>st</sup> August 2023
- Students must also satisfy the residency criteria set out by the EFA Funding Guidance. (A person on 1 September who is settled in the UK, and has been ordinarily resident in the UK and Islands for the three years preceding 1 September)
- Students will need to provide supporting evidence to prove their household income and circumstances

There are 3 bursaries available for financial support at WOA6.

**Level 1 Bursary** – This is applied for by the Academy on a case by case basis depending on students' circumstances. Students who meet the one of the criteria below can apply for a vulnerable bursary of up to £1200 per year. The defined vulnerable groups are:

- Students in care
- Care leavers
- Students receiving Income Support or Universal Credit because they are financially supporting themselves and someone who is dependent upon them and living with them
- Students receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in their own right as well as Employment and Support Allowance or Universal Credit in their own right



## WOA6 (SIXTH FORM) STUDENT FINANCIAL SUPPORT (BURSARY)

**Level 2 Bursary** – This is a discretionary bursary, awarded to the academy annually. Although it is awarded yearly, this does not guarantee that funding will be available in future years. Students who have a household income of £18000 or less can apply for this bursary for specific educational purposes set out above.

- Cash payments may also be made on an ad-hoc basis when funds are requested through a financial support request form. Request forms can be accessed via J. Locke, SENDCO and/or S. Akram, WOA6 Curriculum Coordinator.
- Any items students purchase in advance and wish to reclaim financial support, must have proof of purchase (receipt).
- Eligible bursary requests will be paid weekly during term time (as long as the criteria set out below have been met).

Payment is eligible based on the following:

- Students follow the academy attendance policy
- Students follow the academy behaviour policy
- Students are punctual to SMART START and lessons
- Students complete all elements of their bespoke programmes of study

**Level 3 Bursary** – This is a discretionary bursary, awarded to the academy annually. Although it is awarded yearly, this does not guarantee that funding will be available in future years. Students who have a household income of £18000 and £24000 can apply for this bursary for specific educational purposes as set out above.

- Cash payments may be made on an ad-hoc basis when funds are requested through a financial support request form. Request forms can be accessed via J. Locke, SENDCO and/or S. Akram, WOA6 Curriculum Coordinator.
- Any items students purchase in advance and wish to reclaim financial support, must have proof of purchase (receipt).
- Eligible bursary requests will be paid weekly during term time (as long as the criteria set out below have been met).

Payment is eligible based on the following:

- Students follow the academy attendance policy
- Students follow the academy behaviour policy
- Students are punctual to SMART START and lessons
- Students complete all elements of their bespoke programmes of study

***Each student will have an allocation of funds for the year which will be determined by the amount of bursary that has been allocated to the academy and the number of students eligible as well as other criteria set out above including distance to travel and household income.***

If you have any queries or concerns regarding the allocation of the financial support or you are not satisfied with your application outcome, you should contact J. Wick, Finance Manager or L. Moore, Principal.



## **WOA6 (SIXTH FORM) STUDENT FINANCIAL SUPPORT (BURSARY)**

If students have a successful application and are therefore granted access to financial support, they should make requests to J. Locke, SENDCO and/or S. Akram WOA6 Curriculum Coordinator. Please note that there is a maximum spend of £120 per item.

**SUPPORT FOR THE COMPLETION OF THIS FORM WILL BE PROVIDED BY A MEMBER OF THE WOA SEND TEAM.**



**WOA6 (SIXTH FORM) STUDENT FINANCIAL SUPPORT (BURSARY)**

**WOA6 STUDENT FINANCIAL SUPPORT (BURSARY)**

**APPLICATION FORM (2022-2024)**

**IMPORTANT – PLEASE COMPLETE ALL PARTS OF THIS FORM IN FULL AND IN BLACK INK.**

<b>SECTION A: PERSONAL DETAILS</b>				
<b>FIRST NAME</b>			<b>SURNAME</b>	
<b>ADDRESS &amp; POSTCODE</b>				
<b>MOBILE NUMBER</b>			<b>DATE OF BIRTH</b>	
<b>HOME NUMBER</b>			<b>EMAIL</b>	
<b>PARENT NAME</b>			<b>PARENT CONTACT DETAILS</b>	
<b>METHOD OF TRAVEL TO WOA6</b>	<b>TAXI</b>	<b>CAR</b>	<b>BUS</b>	<b>OTHER</b>
<b>DO YOU HAVE FREE SCHOOL MEALS?</b>				



## WOA6 (SIXTH FORM) STUDENT FINANCIAL SUPPORT (BURSARY)

SECTION 2: ELIGIBILITY	
<b>LEVEL 1 – VULNERABLE BURSARY</b> <input type="checkbox"/>	<ul style="list-style-type: none"><li>• STUDENTS IN CARE <input type="checkbox"/></li><li>• CARE LEAVERS <input type="checkbox"/></li><li>• I AM IN RECEIPT OF INCOME SUPPORT OR UNIVERSAL CREDIT IN MY OWN RIGHT <input type="checkbox"/></li><li>• I AM IN RECEIPT OF DLA OR PIP IN MY OWN RIGHT AS WELL AS INCOME SUPPORT OR UNIVERSAL CREDIT IN MY OWN RIGHT <input type="checkbox"/></li></ul>
<b>LEVEL 2 – DISCRETIONARY BURSARY (HOUSEHOLD INCOME &lt;£16200)</b> <input type="checkbox"/>	<ul style="list-style-type: none"><li>• RECEIPT OF BENEFITS/UNIVERSAL TAX CREDIT (PREVIOUS YEAR) <input type="checkbox"/></li><li>• P60 (PREVIOUS YEAR) <input type="checkbox"/></li><li>• TAX CREDIT AWARD (PREVIOUS YEAR) <input type="checkbox"/></li><li>• EVIDENCE OF SELF-EMPLOYMENT INCOME (PREVIOUS YEAR) <input type="checkbox"/></li><li>• UNIVERSAL CREDIT MONTHLY AWARD NOTICES FOR JUNE, JULY, AUGUST OF PREVIOUS YEAR <input type="checkbox"/></li></ul>
<b>LEVEL 3 – DISCRETIONARY BURSARY (HOUSEHOLD INCOME BETWEEN £16200 - £20000)</b> <input type="checkbox"/>	<ul style="list-style-type: none"><li>• RECEIPT OF BENEFITS/UNIVERSAL TAX CREDIT (PREVIOUS YEAR) <input type="checkbox"/></li><li>• P60 (PREVIOUS YEAR) <input type="checkbox"/></li><li>• TAX CREDIT AWARD (PREVIOUS YEAR) <input type="checkbox"/></li></ul>



### WOA6 (SIXTH FORM) STUDENT FINANCIAL SUPPORT (BURSARY)

	<ul style="list-style-type: none"><li>• EVIDENCE OF SELF-EMPLOYMENT INCOME (PREVIOUS YEAR) <input type="checkbox"/></li> <li>• UNIVERSAL CREDIT MONTHLY AWARDE NOTICES FOR JUNE, JULY, AUGUST OF PREVIOUS YEAR <input type="checkbox"/></li></ul>
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SECTION 3: BANK DETAILS (MUST BE STUDENTS OWN PERSONAL ACCOUNT)								
FULL NAME OF ACCOUNT HOLDER								
NAME OF BANK/BUILDING SOCIETY								
BRANCH								
SORT CODE			-			-		
ACCOUNT NUMBER								
SIGNATURE (APPLICANT)						DATE:		
SIGNATURE (STAFF)						DATE:		
SIGNATURE (FINANCE):						DATE:		

SECTION 4: STUDENT DECLARATION
<p><i>I confirm that the information supplied in this form is correct and complete it to the best of my knowledge and belief.</i></p> <p><i>I understand that should I make a false or fraudulent claim, I may face consequences in line with academy policies and my bursary may be stopped.</i></p> <p><i>I understand that the academy reserves the right to request additional evidence in support of my application.</i></p> <p><i>I adhere to the terms and conditions set out in this document in relation to my attendance and conduct.</i></p>



**WOA6 (SIXTH FORM) STUDENT FINANCIAL SUPPORT (BURSARY)**

<b>APPLICANT SIGNATURE</b>		<b>DATE:</b>
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<b>SECTION 5: PARENT/CARER AGREEMENT</b>		
<b>I HAVE SUPPLIED MY EMAIL ADDRESS</b>		
<b>I HAVE NOT SUPPLIED MY EMAIL ADDRESS</b>		
<b>I UNDERSTAND THAT MY CHILD MUST FULFIL EXPECTATIONS IN RELATION TO THEIR ATTENDANCE AND CONDUCT (AS SET OUT IN THIS FORM) OR THEIR BURSARY MAY BE STOPPED.</b>		
<b>PARENT/CARER SIGNATURE</b>		<b>DATE:</b>