



August 2017

BURSARY APPLICATION FORM 2017-2018

Dear Parents/Carers

16-19 School Bursary Fund

The Government have put in place a system of discretionary bursary awards. These are administered by each school individually. In response to this, St Wilfrid's Catholic School have issued the following bursary information for families:-

Students may apply for a discretionary Bursary if:

- The family is in receipt of one or more of the following (evidence of benefits received must be sent with the application):
 - Income Support
 - Job Seeker's Allowance (Income Based)
 - Employment & Support Allowance (Income Related)
 - Child Tax Credit with annual Inland Revenue assessed income:
 - Priority 1 - below £16,190 (similar to threshold for FSM)
 - Priority 2 - between £16,190 and 21,000
 - Priority 3 – between £21,000 and £25,000
 - Guaranteed element of State Pension Credit.

If a student is eligible for a discretionary bursary, they can then request assistance with the costs associated with their course of study. However, it should be noted that the school has a limited "pot" of money for such requests, so no guarantee can be made as to the precise amount of assistance available. Payments will be made in arrears every half term, based strictly on full weekly attendance and compliance with Sixth Form regulations as set out at the start of the academic year.

If you believe your son/daughter qualifies for a Discretionary Bursary, you will need to complete an application form and submit it to the school by the **closing date of Friday 29th September** with appropriate evidence. This form cannot be submitted until your child has officially enrolled in Sixth Form. **If your child was awarded the bursary as a student in Year 12, they will need to re-apply for Year 13 as the bursary is only given on a yearly basis**

Free School Meals

These are available to those from families on Income Support or Income Based Job Seekers Allowance or Child Tax Credit only with assessed income below £16,190 without Working Tax Credit. Forms are available from the pupil services office.

Yours sincerely

Mrs Emer Lesova
Director of Sixth Form & Assistant Headteacher





Discretionary Bursary Application Form

Course of study	
Name	
Date of Birth:	
Address:	
Annual Household Income (Please see over for evidence required)	

Declaration

I agree to the processing of such data for any purposes connected with my studies or my health and safety (whilst on the premises) for purposes connected with my studies, or for any legitimate reason.

Signature:

Date:

Signature of Parent /Carer (if under 18 on 1st September 2017)

Signature:

Date:

Data Protection Act 1998

In accordance with our responsibilities under the Data Protection Act, you should be aware that the personal information you choose to provide will be held on a computerised system. It will not be passed to any person or organisation outside WSCC except as detailed below in relation to funding providers. St Wilfrid's Catholic School will not sell or rent your personal information to anyone.

How we use your personal information

The personal information you provide is passed to the Chief Executive of Skills Funding ("the Agency") and, when needed, the Young People's Learning Agency for England ("the YPLA Apprenticeships, Skills, Children and Learning Act 2009, and for the Agency's Learning Records Service (LRS) to create and maintain a unique learner number (ULN). The information you provide may be shared with other partner organisations for purposes relating to education or training. Further information about use of and access to your personal data, and details of partner organisations are available.





Required evidence

Please attach photocopies of all pages of the 2017/18 Benefit letter or TC602 tax credit document. The following list is a guide to the confirmation required:

Income Support / Income Based Jobseekers Allowance:

Please send a letter signed by the Department for Work and Pensions or Job Centre Plus supporting the amount you have written.

Child Tax Credit with an annual Inland Revenue assessed income of less than £16,190

A photocopy of the most recent letter received which details the name of the person receiving the benefit, the date and the amount.

Income Related Employment & Support Allowance

A photocopy of all pages of your 2017/18 Tax Credits Award Notice.

- Department of Work and Pensions decision letter for: Income Support, Jobseekers Allowance Employment Support Allowance, Disability Living Allowance
- State retirement pension award letter
- Private or other pensions award letter
- Current bank statement showing benefit or income having been received
- Working Tax Credits and Child Tax Credits award/notification letter

