



**16-19 Bursary Application Form - Academic Year 2023/2024**

**\*Initial deadline for submission: Friday 6<sup>th</sup> October 2022\***

Prior to completion, please read:

1. The Victory Academy Bursary Policy Statement for 2023/2024
2. Government guidelines at [www.gov.uk/1619-bursary-fund](http://www.gov.uk/1619-bursary-fund)

<b>STUDENT DETAILS</b> (print clearly)	
<b>FIRST Name</b>	
<b>MIDDLE Name (s)</b>	
<b>SURNAME</b>	
<b>HOME ADDRESS</b>	
<b>Date of Birth</b>	
<b>Tutor Group</b>	
<b>Student school email address</b>	

Please provide the student's banking details, where funds might be sent by BACS if appropriate: Please note that monies will only be released into an account in the name of the student. If a student does not yet have a bank account set up it is recommended that this is done as soon as possible.	
<b>Account Holder's Name:</b>	
<b>Bank Name:</b>	
<b>Sort Code:</b>	
<b>Account Number:</b>	



**Which type of Bursary are you applying for? Please tick ONE only**

**Vulnerable Student Bursary**

You could be eligible for up to £1,200 per year if at least one of the following applies:

- You are in, or have recently left, Local Authority care
- You receive Income Support or Universal Credit because you are financially supporting yourself
- You receive Disability Living Allowance (DLA) in your name as well as Employment and Support Allowance (ESA) or Universal Credit (UC) in your name
- You get Personal Independence Payment (PIP) in your name as well as either ESA or UC in your name

Documentary Evidence to be provided for Vulnerable Bursary:

- written Local Authority confirmation as to your status
- OR
- your letter from DWP setting out the benefit(s) to which you are entitled

**Discretionary Bursary**

An annual award (paid in three instalments) which will be made at the discretion of the Academy, to provide financial assistance for a specific educational purpose (e.g. books and equipment, uniform, travel to and from school, educational visits).

Applications may be made at any time during the academic year, however, the majority of Bursary funding will be allocated in the autumn term, therefore any in-year or one-off, exceptional, urgent applications will be subject to individual circumstances and remaining available funds.

Attendance, punctuality and behaviour will be considered when assessing the level of payments.



PARENT(S) /CARER(S) AT STUDENT'S HOME ADDRESS		
	Parent/Carer 1	Parent/Carer 2
Name		
Relationship to Student		
Annual Income ( <i>please provide breakdown</i> )	£	£
Salary		
Self- Employed		
Tax Credit		
Income Support/Universal Credit		
Pension		
Other (e.g. from another household - Child Support/Maintenance)		
PARENT(S) /CARER(S) with parental responsibility but AT DIFFERENT ADDRESS TO STUDENT		
	Parent/Carer 1	Parent/Carer 2
Name		
Relationship to Student		
Address		
Annual Income	£	
<b>DOCUMENTARY EVIDENCE PROVIDED RE INCOME (Please refer to the list of acceptable evidence on the Bursary Policy)</b>		
Evidence	Date on evidence	Original enclosed

**Please provide the relevant documentary evidence to support the application e.g. Child Benefit award, bank account statements, P60 Certificate, wage slips, self-employment accounts**



**Student, Parents and Carers, please read the following and sign below to confirm understanding:**

- I have read and understood the contents of the Government’s Bursary Guide for Young People and The Victory Academy’s Bursary Policy
- All of the information contained in this application is correct
- I give permission for any of the information to be checked by the school and acknowledge that the school may request additional supporting documents
- Notification will be provided to the school immediately should there be changes to my household financial circumstances
- I understand that if any of the information provided is found to be false, payments could be stopped and steps taken to recover any payments already made. It may also result in a referral to the Police with the possibility of prosecution
- I understand that it is a serious offence to give false information and that to prevent and detect fraud my application may be shared with other organisations that control public funds
- I understand that if a student leaves school before the end of the Academic Year, future payments will be stopped
- I acknowledge that details of this application may be shared with relevant members of staff at my school but this will be on a ‘need only’ basis
- I understand that by signing below I am agreeing to the attendance, punctuality and behaviour requirements as set out in this document
- I confirm that bank account details that have been given are for the student
- I confirm that all other income or financial support available from another household to support the student has been declared in this application

Student Signature		Date	
Parent 1 Signature		Date	
Parent 2 signature		Date	



The award of a Discretionary Bursary is conditional on students meeting agreed standards of attendance, punctuality and behaviour.

### **ATTENDANCE**

In order for your payment to be authorised you must attend all timetabled lessons. An overall minimum level of attendance of 95% must be met.

Any unexplained absences not cleared before payment may result in a deduction in the amount due to be paid.

### **ILLNESS**

If you are unwell and unable to attend school, **a parent/carer** needs to inform the school on your first day of absence by calling and leaving a message on the absence line before 9.00am. The nature of the illness must be given; 'ill' or 'unwell' will not be acceptable. If your parent/carer does not phone by 9.00am on your first day of illness, your payment may be affected.

If you are unwell during the day and leave school without permission, this will be recorded as unauthorised absence. This also applies if you fail to return to school after lunch, unless you have been granted study leave.

If you have more than three periods of absence in any half-term, you may be interviewed to determine if payments will be made for future absences. Payment may be reduced for long-term absence through illness and for which a medical certificate will be required

### **DOCTORS/DENTAL APPOINTMENTS**

Doctors and dentist appointments need to be made outside of school hours. Where this is not possible, they should be made during a timetabled Study lesson **and supported by a doctor's note or appointment card.**

### **HOSPITAL APPOINTMENTS**

Payment will be authorised on receipt of a hospital letter **in advance** of the appointment



### **Absences Which Can Be Foreseen**

The following examples of foreseen absences require the student to complete the relevant absence request form in full and with all required signatures prior to the absence.

1. A Religious holiday, pertinent to your faith.
2. A visit to a university either to attend an open day or for interview, or a career-related interview.
3. A work experience placement (unpaid).
4. Participating in a significant extra-curricular activity, such as drama, music, sport, or volunteering, which has been agreed in advance.
5. Attendance at a funeral of a close family member.
6. Territorial Army/ Cadet Forces/ Reserve Forces events.
7. A driving test (NOT Theory test)

If you know in advance that you are going to be absent, you need to inform us by completing the relevant form before the event/ absence. If you fail to do this, payment may be affected even if written confirmation is provided after the event/absence.

### **Absences Which Cannot Be Foreseen**

The following are examples of absences which could not be foreseen but can be authorised **provided that the school has been notified by phone on the first day of absence before 9.00am.**

1. An emergency situation involving a family member
2. Transport strikes and severe traffic delays
3. Adverse weather conditions causing the school to close or causing difficulties for students living more than three miles away to travel to school.

### **UNAUTHORISED ABSENCES**

The following reasons for absences are not acceptable and will not be authorised:

1. Holidays
2. Part or full time work which is not part of a student's study programme
3. Birthdays or similar celebrations
4. Caring for younger siblings
5. Driving lessons

The school is entitled to withhold payment if there is doubt as to the validity of a telephone call/note covering any absence.



### **BEHAVIOUR**

You are expected to observe the rules of the Sixth Form Code of Behaviour and Dress Code and adhere to the school rules under the Home School Agreement.

### **PUNCTUALITY**

If punctuality becomes a concern, payment may be affected.