


Reference Number:	
16-19 Bursary Application Form 2017/18 Academic Year	 KING HENRY SCHOOL

Please read the policy notes before completing this application form

1) STUDENT DETAILS (please print clearly)			
First Name		Surname	
Date of Birth			
Form/Tutor Group		Email Address:	

2) TYPE OF BURSARY APPLYING FOR:

i) Vulnerable Student Bursary
 This is for **STUDENTS** that are applying for the nationally defined **£1,200 Bursary** because the **STUDENT** falls into one of the following categories (please tick) and can provide the requested Evidence:

Ref	Category	Tick	Evidence Required
A	In care (looked after)		Written confirmation (e-mail or letter) from the relevant Local Authority confirming your status
B	Care leaver		
C	I (the student) receive Income Support or Universal Credit		Copy of the letter setting out the benefit(s) you are entitled to.
D	I (the student) am disabled and receive Employment Support Allowance/Incapacity Benefit and Disability Living Allowance/ Personal Independence Payments		

IF YOU ARE APPLYING FOR A VULNERABLE STUDENT BURSARY GO TO SECTION 3 ON PAGE 2 – DO NOT FILL IN THE BOXES BELOW

ii) Discretionary Bursary
 I am not in one of the categories A-D so I am applying for a Discretionary Bursary:

E My parent(s)/carer(s) annual income or my annual income if I live independently is below £25,000 and I can provide evidence of this.

	Adult 1 (Parent/Carer)	If applicable - Adult 2 (Parent/Carer)
Name		
Address (if different to student)		
Relationship to Student		
Annual Income		

Or I live independently and my Annual Income is:

I have provided evidence of my parent(s)/carer(s) or my independent income. Please tick one of the below or provide further information

Ref	Evidence	Tick	Ref	Evidence of	Tick
E1	Tax Credit Award Notice for 2016/17 or 2017/18 if available		E2	Free School Meal Eligibility for 2016/17 or 2017/18 if available	
E3	Other (this may not be accepted)				

3) STUDENT BANK/BUILDING SOCIETY ACCOUNT DETAILS												
Account Holder's Name (Block Capitals please) as it appears on your statements												
Name of Bank/ Building Society												
Account Number												
Sort Code					-			-				
Building Society Roll Number												

4) STUDENT AND PARENT(S)/CARER(S) SIGNATURES			
PLEASE ENSURE YOU READ THE FOLLOWING BEFORE SIGNING. I CONFIRM THAT:			
<ul style="list-style-type: none"> • All of the information contained in this application is correct and I give my permission for any of the information to be checked by my school. I understand that if any of the information provided is found to be false my payments could be stopped. • 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 I leave my school before the end of the Academic Year future payments will be stopped. • I understand that details of my application may be shared with relevant members of staff at my school, but this will be a needs only basis. • I have read the 16-19 Bursary Policy Notes and understand that my application may only be partly or not successful if there are high demands on my School's Bursary allocation. • I meet the residency criteria as set out in Annex A of the Policy Notes. • I understand that by signing below I am agreeing to meet the attendance, punctuality and/or behaviour requirements that are set out on page 3 of this application form. • I confirm that the bank/building society account details above are for my own account. • I authorise my school to use my bank/building society account details to make payments to me. 			
Student Signature		Date	
If you have filled in income details for Adults 1 and 2 in Section 3 – please ensure they sign below			
I confirm that the information I supplied in section E is correct			
Adult 1 Signature		Date	
Adult 2 Signature		Date	

PLEASE RETURN THIS APPLICATION FORM TO THE HEAD OF SIXTH FORM

5) ATTENDANCE, PUNCTUALITY AND BEHAVIOUR REQUIREMENTS

In signing Section 4 you have agreed to the following conditions. You will need to meet these conditions to receive your Bursary payments if your application is eligible.

a) Attendance and Punctuality Conditions:

Please note that for in-year applications the number of payments and the expected dates may vary from those detailed below.

Payment	Expected Payment Date	Expected Payment Amount	Conditions
Initial Payment for the Autumn Term	October 2017	25% of Total	No conditions attached
Payment for the Spring Term	January 2018	25% of Total	100% Attendance and Punctuality for the Autumn Term
Payment for the Summer Term	April 2018	25% of Total	100% Attendance and Punctuality for the Spring Term
Final Payment	July 2018	25% of Total	100% Attendance and Punctuality for the Summer Term including attendance at exams and completion of course work

Absence or lateness can be authorised, but it is your responsibility to clear any absences where necessary. Your payment(s) will not be released until you have done so.

Some examples of absences that may authorised are:

- Medical appointments that cannot be arranged outside school hours, e.g. hospital appointments which are supported by an appointment card
- Religious festival - pertinent to your faith
- Visit(s) to University for an interview or open day or other subject-related educational visit.
- An unpaid work experience placement that is an integral part of your course
- Participation in extra curricular activity on behalf of your school/college, e.g. drama or sport, at a regional or national level
- Attendance at a probation meeting
- Attendance at the funeral of a relative or close friend
- A driving test (Not theory test)
- Study Leave

b) Behaviour

In addition to the above attendance and punctuality conditions your payments may also be stopped for the following reasons:

- **Bullying**
- **Fighting**
- **Assault**
- **Damaging property**
- **Dangerous behaviour**
- **Persistent defiance**
- **Failure to attend lessons or hand in assignments and coursework on time**
- **Other unacceptable behaviour as determined by the Head of Sixth Form**