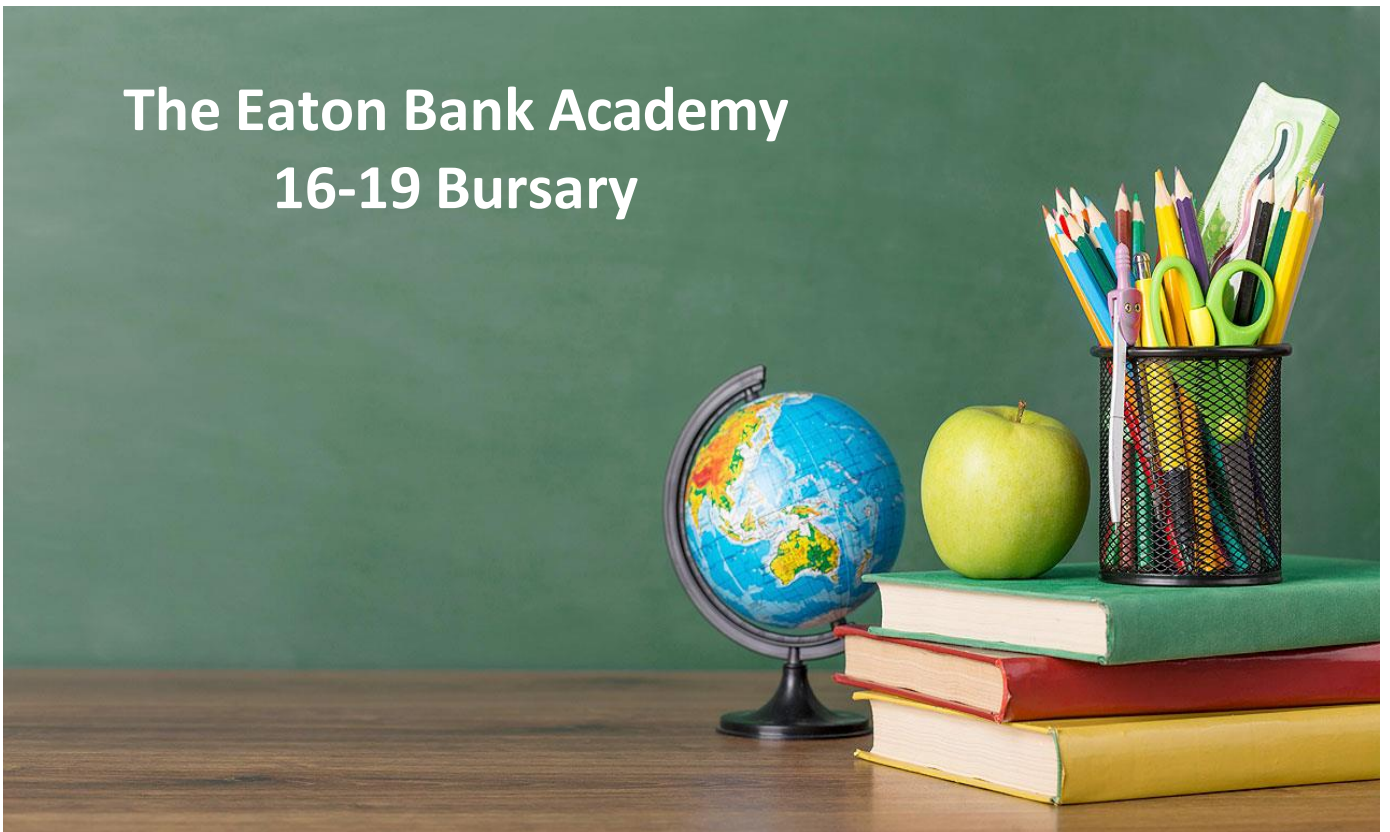




EATON BANK ACADEMY

Eaton Bank Academy, Jackson Road, Congleton, Cheshire, CW12 1NT.
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The Eaton Bank Academy 16-19 Bursary



Bursary funding is designed to help students overcome the individual financial barriers to participation in education.

This statement details how Eaton Bank Academy Sixth Form administers the 16-19 Bursary in the 2024 to 2025 academic year.



The Eaton Bank Academy

16-19 Bursary

Eaton Bank receives an amount of government money each year to support students who may experience financial barriers to their education.

How this money is used is at the discretion of Eaton Bank Sixth Form and is based on the criteria outlined in this statement.

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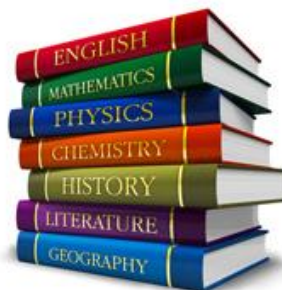
Quick Reference Bursary Fund Fact Sheet

Bursary Fund Application Form

HOW EATON BANK SIXTH FORM USES THE 16-19 BURSARY FUND

The Eaton Bank Bursary is money intended to help students with essential costs of participating and completing their A-Level studies such as:

- Business clothing / Dress Code
- Books
- Other equipment for your course(s)
- Examination fees and resit costs
- Help towards transport costs to and from school
- Help towards educational trips / visits
- Help towards work experience travel costs
- Help towards attending interviews and open days etc.



ELIGIBILITY CRITERIA

There are two types of 16-19 bursaries which Eaton Bank allocates:

1. Bursaries for defined vulnerable groups of up to £1,200 a year
2. Discretionary bursaries which are awarded in line with this statement, following funding rules set out in www.direct.gov.uk/16-19bursary

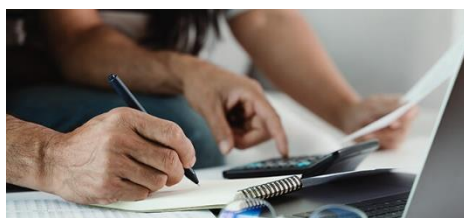
1. Bursary for students in Vulnerable Groups

A Vulnerable Group student would fall into at least one of the following categories:

- In or recently left local authority care.
- Receiving Income Support or Universal Credit as they are financially supporting themselves
- Receiving Disability Living Allowance (DLA) in their name and either Employment and Support Allowance (ESA) or Universal Credit.
- Receiving Personal Independence Payment (PIP) in their name and either ESA or Universal Credit.

As Eaton Bank courses are at least 30 weeks and full time, students in these categories may get the full amount of £1,200. However, if Eaton Bank determines that the individual student has minimal expenses to partake in the course(s) it may be agreed to award the student less than the full amount.

Appropriate benefit letters and/or a letter from the local council will need to be provided as evidence.



2. Discretionary Bursary

Our own EBA criteria has been determined for discretionary bursaries. In the first instance the household income is taken into account followed by actual financial need, and the amount awarded is based on this. Household income threshold is under £30,000.

Please note we will require evidence of household income from all applicants; examples of what evidence we can accept is below:

- Last 3 months Universal Credit award notices
- P60 (for all earners in the household) for the 2023-2024 tax year
- Self-employed earnings (official tax return) for the 2023-2024 tax year
- Other benefits/pension award letter dated within the last 3 months
- Full Tax Credit Award Notice (TCAN) for 2024-2025

We will then endeavour to assess the needs of individual students. We anticipate that this will vary from student to student depending on, for example, the distance they need to travel to school, the requirements of their study programme and the number of dependent children in the household.

Eaton Bank will pay the student an amount of money each month, direct to their bank account, and this can be used as the student sees fit such as books and equipment, and travel to and from school. Eaton Bank may also pay the students a contribution to one-off expenses such as field trips, work experience or attending university interviews.

Eaton Bank cannot guarantee that those students who were previously in receipt of Free School Meals will automatically receive any bursary funding. For example, students from households being supported via lower income jobs could be in more financial need than a student in receipt of free school meals or where the family receives other benefits.





TERMS, CONDITIONS AND FURTHER INFORMATION

- Eaton Bank reserve the right to retain a small emergency fund from our yearly allocation to support students who face exceptional circumstances during the year which impact their ability to participate.
- Eaton Bank sets a date towards the end of September each year by which all initial applications to the student bursary should be submitted. This will allow the school to assess the overall level of demand and to make discretionary awards on a fair basis. This specific deadline date will be clearly stated on the application form. However, we are aware that a student's circumstances and needs may change during the course of the academic year, and students will be able to apply for help from the bursary fund at any point during the year. We cannot always guarantee that back payments will be available.
- There is no set limit for the amount of discretionary bursary that can be awarded to students. Eaton Bank can award discretionary bursaries equal to or higher than the bursary for vulnerable groups maximum as long as we have clearly identified an individual student requires this level of funding to participate in their education.
- Eaton Bank will ensure our application process maintains confidentiality and that no students should feel embarrassed about applying.
- Eaton Bank Sixth Form Bursary is paid to each student under the conditions of the **Eaton Bank Academy Attendance Policy**, and full attendance is required in order for the bursary to be paid. There will be no loss of allowance if an absence is authorised by the school, and this could include periods of revision or study leave. However, if absence is not authorised/negotiated the monthly payment may be adjusted accordingly. Please see the **Eaton Bank Academy Attendance Policy** which details the reasons when permission **may** be granted on a limited basis, and those reasons for where an absence would **not** be acceptable. Where an absence genuinely could not be foreseen in advance, you should nevertheless make arrangements to tell the Academy as soon as possible on the day in question. Where you fail to do this, the absence will be treated as unauthorised and therefore no Bursary payment for that week will be paid. Students will be expected to sign an agreement acknowledging their understanding of this as part of the application form.
- Bursary payments are also dependent on students' progress and behaviour with respect to their studies. Students are expected to complete all work on time, use independent learning time effectively, and to act upon targets set by their teachers in progress reviews.
- Eaton Bank will also require that each student and their parent / carer sign a declaration when applying for help from the bursary to confirm that the evidence they have provided is correct and complete to the best of their knowledge and belief. They need to be aware that giving any false or incomplete information that leads to incorrect / overpayment may result

in future payments being stopped and any incorrectly paid funds being recovered.

- If Eaton Bank purchases books or equipment for a student, it is expected that the items are returned to Eaton Bank at the end of the course so they can be used again by another student where appropriate.
- Eaton Bank will also require that each student retains receipts for purchases made with their bursary funding. The receipts are evidence that funding is being used for the reasons it was awarded and Eaton Bank may ask to see copies of these at various points in the year.
- If a student is unhappy with the decision made by the school, they are to speak to the Sixth Form Office in the first instance. The matter can then be raised with the Head of Sixth Form, and if a resolution is not possible the Fallibroome Trust Complaints Procedure will be followed.
- This Bursary Statement will be kept under review to ensure we continue to provide support to students who need it.
- For further information see www.direct.gov.uk/16-19bursary



WELCOME TO THE EATON BANK 16-19 BURSARY FOR 2024 - 2025

If you feel that you will need some financial support over the next academic year in order for you to complete your studies to the best of your ability, you might be able to access some of the 16-19 Bursary Fund which is provided by the Government.

AM I ELIGIBLE?

YOU MUST BE AGED 16, 17 or 18 on 31st AUGUST 2024 to apply.

You may be eligible for bursary funding if

- You are in care or a care leaver, or receive financial support from the Government in your own name, or have a disability. You will have been notified by the local authority and may be eligible for funds up to £1,200.
- If your household incomes are below £30,000, you will be considered for bursary support.
- If you may face any other barriers to education such as your family situation or distance to travel to school.
- If you have previously had free school meals, you should also enquire about your eligibility.

WHAT NEXT?

- If you think you may be eligible for some financial support, you should complete an application form (available in this booklet and from the Sixth Form Office).
- If you have any questions or queries don't hesitate to ask. Enquiries will always be dealt with in confidence.
- To apply for the Bursary covering the full academic year, please submit all paperwork to **Mrs Peckham** in the Sixth Form Office by **FRIDAY 13th SEPTEMBER 2024.**
- For further information, see www.direct.gov.uk/16-19bursary



EATON BANK ACADEMY
16-19 BURSARY FUND 2024/25
Student Application Form

Please complete and return to the Sixth Form Office by Friday 13th September

1.1 Student Details

Surname / Family name	
First name(s)	
Date of Birth (dd/mm/yyyy)	
Age on 31 st August 2024	

1.2 Address Details

Home Address	
Postcode	
Home telephone number	
Mobile telephone number	
E-mail address	
Have you lived in the UK for more than 3 years?	YES/NO

1.3 Student Bank or Building Society account details

(This MUST be in the name of the student, as it appears on your cash or debit card, or statement)

Full name of Account Holder	
Name of Bank / Building Society	
Branch	
Sort Code	
Account Number	

1.4 Course Details

A-LEVEL/BTEC SUBJECTS

2.1 Information to Support your Application

		EVIDENCE REQUIRED	Office Use Only
Are you In Care/a Care Leaver?	YES/NO	Letter or email from your local authority	
Do YOU receive Income Support or Universal Credit in your name?	YES/NO	Copy of Income Support Award Notice or Copy of Universal Credit Award Notice – dated within the last 3 months.	
Do YOU receive Disability Living Allowance or Personal Independence Payments AND Employment and Support Allowance or Universal Credit in your own right?	YES/NO	Copy of your Universal Credit or ESA Award, plus Disability Living Allowance or Personal Independence Payment evidence. Dated in last 3 months.	
Is your household income under £30,000? Household income is calculated as annual take home pay of all earners in the household plus total annual benefits	YES/NO	Please note we will require evidence of household income from <u>all</u> applicants; examples of what evidence we can accept is below: <ul style="list-style-type: none"> • Last 3 months Universal Credit award notices • P60 (for all earners in the household) for the 2023-2024 tax year • Self-employed earnings (official tax return) for the 2023-2024 tax year • Other benefits/pension award letter dated within the last 3 months • Full Tax Credit Award Notice (TCAN) for 2024-2025 	
I am eligible for Free School Meals	YES/NO		

2.2 Further Information to Support your Application

Please provide some additional information to support your application such as distance and method of travel to school, number of dependent children in the household and if there are any other circumstances that you would like us to take into consideration with your application.

ADDITIONAL INFORMATION

2.3 Individual Assessment of Actual Financial Need - Please use this section to indicate your needs.

16 – 19 Bursary money is intended to help students with essential costs of participating and completing their A-Level studies. We have outlined some of the cost areas below, please indicate your predicted costs where support is needed. We will use this information as part of our eligibility procedure.

Business Dress /Dress Code	Books and for which subject	Other course Equipment and for which subject	Transport Costs to and from school	Educational Trips/Visits	Work Experience Travel Costs	Interviews/Open Days
£	£	£	£	£ (These can be applied for separately)	£ (These can be applied for separately)	£ (These can be applied for separately)

3 Declaration

Please read the declaration below and read carefully before signing:

1. I certify that the information in this application is correct and complete to the best of my knowledge and belief.
2. I understand that it is my responsibility to supply any additional information that may be required to verify the particulars given.
3. I will inform the school of any change of circumstances.
4. I understand that all decisions about which students receive a discretionary bursary and how much bursary they receive is based on each student's individual circumstances and their actual financial need. Therefore, payment can vary from individual to individual.
5. I am aware any funding awards are made at the school's discretion and that there is the possibility of no award or a limited award.
6. I agree to repay the school in full and immediately any sums advanced to me if the information I have given is shown to be false or deliberately misleading.
7. I understand that any payments are conditional upon meeting my school's expectations of attendance/behaviour as detailed in the Eaton Bank 16-19 Bursary Statement and Eaton Bank Attendance Policy. I have read and understood these documents.
8. I understand that any payments are conditional upon meeting my school's expectations of my progress and completion of work.
9. I understand that any books or equipment bought for me through the bursary must be returned to Eaton Bank at the end of the course or if I leave the course midway through.
10. I understand that I need to retain receipts for purchases made with my bursary funding and provide copies of these to Eaton Bank when requested.
11. I am aware that the funding covers only this school year and that I must re-apply next year; there is no guarantee that I will receive funding for future years even if I am eligible for the current year.

Signed (Student)

Date

Signed (Parent/Carer)

Date

For School Use:

Date Application Received:

Checked against Eaton Bank Eligibility Criteria: Yes/No

Reviewed 'Actual Financial Need': Yes/No

Amount Awarded:

Authorised By:

Date:

If refused please give reason why:

Date of first payment: