



Whickham School 24/25 Sixth Form Bursary Fund Application Form

- The sixth form bursary fund provides regular weekly money to students who are in the most difficult financial circumstances.
- There are three levels of bursary which are dispensed depending on your exact financial circumstances
- This form is not meant for students who are experiencing temporary financial difficulties. In these circumstances you should fill out an emergency bursary form.
- Payment of bursaries will be made into a nominated bank account in the name of the student.
- Payment of bursaries is dependent on attendance, behaviour and completion of work all of which are regularly monitored by your head of year
- If you are assessed as being eligible for a bursary you will need to sign a bursary agreement before any money is paid

NAME OF STUDENT	TUTOR GROUP	DATE OF BIRTH

ADDRESS	
HOME PHONE	
MOBILE PHONE	
E-MAIL	

ELIGIBILITY

Please the bursary type that you are applying for. Please note that you will need to provide evidence to support your claim.

- Bursary A (defined vulnerable group) Bursary B (currently eligible for Free School Meals)
 Bursary C (household income **£25,000** or lower)

Please provide any further information in support of your application. If you are applying for a type C bursary you will need to provide a P60 or tax credits statement for each parent/carer living in your household.

If bursary A please complete your bank details below.

BANK DETAILS - we will only pay money into a bank account in the name of the student.

FULL NAME OF ACCOUNT HOLDER	
NAME OF BANK/BUILDING SOCIETY	
BRANCH	
SORT CODE	
ACCOUNT NUMBER	

Applicant's signature:
.....

Date:

APPLICATION ASSESSMENT

Application supported

Supporting comments/reason for rejection

Evidence checked?

Summarise evidence seen:

Bursary awarded:

A

B

C

Payment schedule:

AUTHORISATION

Head of Sixth Form:

Date:

.....

(form checked and complete)

Whickham School

Sixth Form Bursary Fund Agreement 2024/25



Student Name: _____

This Bursary agreement needs to be agreed by the student and Sixth Form in order to ensure you receive your Bursary payments. Your Bursary is paid on condition that you achieve full attendance and maintain an acceptable level of behaviour and complete your subject work. I am clear that the Bursary payments I receive are to provide me with the means to remain in learning and are to be used for items such as: books, equipment, travel costs, meals, additional costs i.e. trips, miscellaneous course costs.

You are expected to:

- Abide by the code of conduct and code of dress for Whickham School and Sports College
- Attend 100% lessons as detailed on your timetable
- Ensure you are punctual to all lessons and register your attendance by attending registration, and/or signing in

Whickham Sixth Form is expected to:

- Keep records of your attendance
- Monitor your attendance and any absence
- Let you know within a reasonable time if your payment has been stopped
- Respond to any queries or problems that you wish to discuss with them about the Bursary yes/no decision

Short weeks

Bursaries are only paid for days that you are expected to be in school. In weeks where there is a holiday or INSET day then you will only be paid a proportion of the bursary equivalent to the number of days you are expected to be in school.

If you are ill or sick

Bursary support is given on condition of 100% attendance and therefore you will not be eligible for a Bursary

Absence

Bursary support is given on condition of 100% attendance. If you are absent then you will not receive payment for days when you are absent. An exception is made for authorised absences for educational purposes, agreed in advance.

Behaviour

Payments may be withheld in cases where behaviour and attitude to work has been deemed unacceptable, and in breach of the Sixth Form Code, by subject staff. The decision of the Sixth Form team is final. Excluded students will not be eligible for Bursary payments.

Completion of Work

Payments may be withheld where work for your courses is not completed. In the first instance you will lose the equivalent of one day's bursary. Where work falls further behind, or where you are behind in work for a number of subjects then you will lose a greater proportion of your bursary. Non-completion of assessed coursework by the relevant deadlines is viewed very seriously and would cause you to lose a greater proportion of your bursary. If you encounter difficulties with keeping up with your work then you are advised to talk to your subject teachers as soon as possible for support.

If you wish to appeal against the non-payment of your weekly Bursary you must speak with the Head of Sixth Form.

Student:

Date:

Head of Sixth Form:

Date:

ADDITIONAL NOTES ABOUT TYPE C BURSARIES

Type C bursaries are discretionary bursaries and are paid only where there are funds available after funds have been allocated to Type A and Type B bursaries.

As a result the value of the Type C bursary (which can go up or down) is reviewed every half term.

If the number of students claiming Type A and Type B bursaries changes it may be the case that we have to stop paying Type C bursaries.

I have read, understood and agree to the additional conditions for type C bursaries:

Student:

Date: