

The Hemel Hempstead School

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Headteacher: Neil Hassell BEng (Hons) NPQH FCCT VR

Letter 9

9th September 2021

Dear Student and Parent/Carer

16-19 Bursary

The 16-19 Bursary Fund is intended to help students with their actual costs of participating in further education at KS5 at The Hemel Hempstead School in our Sixth Form. It provides financial support to help students overcome the specific barriers to participation they face so they can remain in education. The bursary fund is not intended to provide learning support (e.g. counselling or mentoring) or to support extra-curricular activities where these are not essential to the students' study programme. The bursary fund does not support general household incomes.

Students can apply for discretionary bursary or bursary for defined vulnerable groups. We assess the needs of individual students when awarding bursary funding. No student will automatically be awarded a set amount of funding without an assessment of the level of need they have.

Institutions must base all decisions about which students receive a discretionary bursary and how much bursary they receive on each student's individual circumstances and their actual financial need. These will vary from student to student, depending on, for example, eligibility based on household income, and actual financial need such as the distance they need to travel to the institution and the requirements of their study programme.

If you feel that you are child would qualify for our 16-19 bursary funding, please complete the application form attached and return to Mrs Cooper by the 22nd September 2021.

Yours faithfully

A handwritten signature in black ink, appearing to read 'J Heward'.

Mr J Heward
Assistant Headteacher



The Hemel Hempstead School

16 – 19 BURSARY APPLICATION FORM

The 16-19 Bursary Fund is intended to help students with their actual costs of participating in further education at KS5 at The Hemel Hempstead School in our Sixth Form. It provides financial support to help students overcome the specific barriers to participation they face so they can remain in education. The bursary fund is not intended to provide learning support (e.g. counselling or mentoring) or to support extra-curricular activities where these are not essential to the students' study programme. The bursary fund does not support general household incomes.

Students can apply for discretionary bursary or bursary for defined vulnerable groups. We assess the needs of individual students when awarding bursary funding. No student will automatically be awarded a set amount of funding without an assessment of the level of need they have.

Please complete all details in full as your application cannot be considered without all the required information. If information is entered incorrectly or appropriate documentation isn't provided then your application will not be considered. **Please Note: Completing this form does not guarantee you a Bursary or a Discretionary Bursary. Students who meet the criteria for bursaries for vulnerable groups are not automatically entitled to a bursary if they do not have financial needs and/or their financial needs are covered from other sources.**

Institutions must base all decisions about which students receive a discretionary bursary and how much bursary they receive on each student's individual circumstances and their actual financial need. These will vary from student to student, depending on, for example, eligibility based on household income, and actual financial need such as the distance they need to travel to the institution and the requirements of their study programme.

Full Name: Form:

Date of Birth:

Address:

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.....
.....

Postcode:.....

Email:.....

Telephone: Home Mobile

Please give the full details of the courses you are studying. Please include the name of the subject and any specific equipment, resources or other requirements (e.g. curriculum trips) to complete the programme of study.

A Level AS Level NCFE CTEC Other (please specify)

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.....
.....

.....

THE DEFINED VULNERABLE GROUPS OF STUDENTS

Please tick if any of the following apply to you (the student, not parents/carers)
 (proof required eg letter from local authority)

Currently in care*	
Recently left care**	
In receipt of Income Support or Universal Credit because you are financially supporting yourself or financially supporting yourself and someone who is dependent on you and living with you such as a child or partner.	
In receipt of Disability Living Allowance or Personal Independence Payments in your own right as well as Employment and Support Allowance or Universal Credit.	

*The 16 to 19 Bursary Fund defines 'in care' as 'Children looked after by a local authority on a voluntary basis (section 20 of the Children Act 1989) or under a care order (section 31 of the Children Act 1989) - Section 22 of the Children Act 1989 defines the term 'looked after child'.'

**A 'care leaver' is defined as 'a young person aged 16 and 17 who was previously looked after for a period of 13 weeks consecutively (or periods amounting to 13 weeks), which began after the age of 14 and ended after the age of 16'; or 'a young person aged 18 or above who was looked after prior to becoming 18 for a period of 13 weeks consecutively (or periods amounting to 13 weeks), which began after the age of 14 and ended after the age of 16'.

Please tick if your parents/carers are currently in receipt of any of the following (proof required)	
Income Support or Income-based Job Seeker's Allowance.	
Income-related Employment and Support Allowance.	
Child Tax Credit with taxable income of no more than £16,190 per household, and not in receipt of	
Pension Credit (Guarantee Credit).	
Support under Part VI of the Immigration and Asylum act 1999.	
Child Tax Credit, payable at a higher than the family element, i.e. more than £545.00.	
Working Tax Credit, Housing Benefit or Council Tax Benefit (not including second adult	
Total Household income under £28,500 per year.	

If the parent/carer that you live with is self-employed, and you are having financial difficulties and wish to register with the scheme, please provide a letter to explain your financial position.

You will need to send current/most recent copies of the following documents as evidence to support your application:

- **3 most recent Universal Credit monthly award statements.**
- Income Support or Income Based Jobseeker's Allowance letter – this must be dated within 28 days of your application;
- Or your HM Revenue and Customs Tax Credit award notice (TC602);
- Or other welfare benefit such as Housing Benefit, Council Tax Benefit or Pension Credit;
- Or proof of your asylum seeker status;
- Or P60
- Or SA302 form, with a copy of certified accounts (if you are self employed).

Declaration

I / We declare that the information given above is true and correct to the best of my /our knowledge and that the school has the discretion to withdraw any funding if information is found to be misleading or false. I / We will inform the school immediately of any changes to my / our financial circumstances.

I / We agree to the conditions set by the school regarding attendance, punctuality, behaviour and standard of work.

Student signature: Dated:
Parent / Carer signature: Dated:
Parent/Carer name in capitals: Contact: No:.....

Students and their families should be made aware that giving false or incomplete information that leads to incorrect/overpayment may result in future payments being stopped and any incorrectly paid funds being recovered. They should also be informed that this might result in a referral to the police with the possibility of the student and/or their family facing prosecution.

FOR OFFICE USE ONLY

Date received:

- 16-19 Bursary Fund Checklist (see below) completed.
- Approved
- Declined

Date: Signed:

FOR OFFICE USE ONLY

16 to 19 Bursary Fund checklist

You should use this checklist when assessing student applications for support from the 16 to 19

Bursary Fund. Eligibility: All Bursaries

- Student meets the age criteria.
- Eligible education provision.
- Student meets the residency criteria for post-16 provision.
- Evidence of eligibility has been retained.

Bursary for defined vulnerable groups

- Student falls within one of the defined vulnerable groups for example, in receipt of the specified benefits in their own right or in care/care leaver.
- Financial needs assessment carried out to confirm actual financial need and amount of support required.

No student should automatically receive £1,200.

- Appropriate evidence seen and copies retained to confirm student's eligibility.
- Support awarded in kind (bus pass, meal vouchers, books or equipment purchased on student's behalf).
Receipts should be retained.
- Award letter issued to student confirming the amount of support, what support will be made in-kind and payment conditions.

Discretionary bursary

- Evidence to confirm the student meets the institution's bursary fund criteria, including household income and statement of actual participation costs.
- Evidence of income and overall eligibility obtained, and copies retained.
- Assessment of student's actual financial needs carried out. **Block, blanket or flat rate payments are not permitted – the bursary award should reflect the actual costs the student has.**
- Support awarded in kind (bus pass, meal vouchers, books or equipment purchased on student's behalf).
Receipts should be retained.
- Award letter issued to student confirming the amount of support, what support will be made in-kind and payment conditions.