

The 16-19 bursary replaces the old EMA (Educational Maintenance Allowance) system introduced by the Labour Government. It provides financial support for 6th form students via a bursary fund administered by the school.

There are 3 levels of support available:

Level of Bursary	Who is Eligible?	How is it paid?
Level 1 (£1200)	Students who are in care, are care leavers or young people in receipt of a disability living allowance and employment support allowance.	6 installments at the end of each school term via BACs
Level 2 (£800)	Students who are eligible for Free School Meals	6 installments at the end of each school term via BACs
Level 3 (variable)	Students who have an identifiable financial need who do not fall into Level 1 or 2 Application: Students can apply via the form attached for financial assistance for specific educational purposes.	This may be paid either in <ul style="list-style-type: none"> • 6 installments at the end of each school term via BACs • as a one off payment via BACs • payment in kind by the purchasing of items on behalf of the students.

All applications should be made by completing the attached form and returning to Miss Vik with appropriate evidence in the first instance.

Level 1: Evidence of DLA and ESA.

Level 2: No evidence beyond completing the form is necessary for level 2 payments as the school is made aware of those eligible for Free School Meals which is the criteria for the payment. Even if you do not wish to have a Free School Meal, but are eligible, you are encouraged to apply to the Local Authority. Any information submitted to the School will be treated in confidence. You do not have to take the Free School Meal, simply being eligible will give you access to £800 during the school year from Level 2 Bursary funding (see below for Free School Meal criteria) Kent application forms can be downloaded from www.kent.gov.uk or from the Finance Office.

You must receive one of these benefits to qualify for Free School Meals:

- Income Support
- Income Based Jobseekers Allowance
- Child Tax Credit (not including Working Tax Credit) - if the household income is below £16,190
- Guaranteed Element of State Pension Credit
- an income-related Employment and Support Allowance
- support under part VI of the Immigration and Asylum Act 1999 if you are an asylum seeker

Level 3: Applications should be made to Miss Vik with suitable evidence of household income. This could include recent pay slips or your most recent P60. Please contact by phone (01474 814646) or email MSS-6formleaders@swale.at to discuss your situation.

Should family circumstances change during the school year you can still apply for funding mid-year.

Yours faithfully,

Miss Vik
Head of Sixth Form

16 – 19 Bursary Fund Application Meopham School

Name:		Year Group:	
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Level of funding being applied for (Please circle):		
Level 1	Level 2	Level 3

For Level 3 applicants please supply the following information...	
<p>What specific educational purpose are you applying for financial assistance for?</p> <p>(Specific Educational Purposes might include cost of transport to/from school, meals in school, books, educational equipment or subject specific trips.)</p>	
<p>Please indicate the financial reasons for the request for assistance.</p> <p>Any information supplied will be treated with complete confidence. Should you prefer not to write it down please see Miss Vik to discuss your circumstances.</p>	

Student bank account details	
Full Name:	
Address:	
Bank or Building Society name:	
Student Account number:	
Sort Code:	
Student Signature:	

Please tick which benefits you/your family is in receipt of:

Income Support

Income Based Job Seekers Allowance

Pension Credit

Employment Support Allowance (Income related)

Child Tax Credit **without Working Tax Credit** (annual income not exceeding £16,190)

I enclose proof of receipt

Signed _____ (parent/guardian)

Date _____

I confirm that the information I have given is correct and I undertake to inform you immediately if my entitlement to any of these benefits ceases.

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Assistant Head of School Comments and/or Finance Office comments: