



Plymouth Schools & Academies
Access Bursary



Guidance for authorising the 16-19 Bursary Fund Application

1. Check all sections of the form are complete. Please do not submit any applications which are not complete. Any incomplete applications will be sent back to the School and will cause a delay in the application being processed. As you will be submitting forms earlier this year we will accept forms without the learners bank details on, however these will need to be confirmed in September when the learners return.

NOTE: Late applications will only be backdated to the beginning of the term in which the application is submitted to the LA.

2. Evidence

- **Category 1**

'Currently in care (as defined by social services)' and 'Leaving or have recently left care'. Evidence of in care status will be carried out within the Local Authority.

'In receipt of Income Support / Personal Independence Payment in their own name' – please confirm you have seen relevant evidence.

'A disabled learner in receipt of both Employment Support Allowance and Disability Allowance / Personal Independence Payment' – please confirm you have attached relevant evidence.

- **Category 2**

Please confirm that the learner is receiving free school meals. If the learner is applying for FSM, please retain the PSAAB application until FSM is confirmed. Any learner who is eligible for FSM at time of application or anyone who subsequently becomes eligible during years 12 and 13 is entitled for Category 2 of the bursary. For those learners who become eligible for FSM throughout the academic year, their bursary will be funded at Category 2 rate pro-rata.

- **Category 3**

Please ensure all relevant copies of evidence are attached, please do not submit original copies of evidence. Please make sure that the tax credits are for the correct financial year and include the correct pages. The figure we are looking at is on the Income page (usually page 3 of 6) and there is a statement:

'Your income for the year 6 April 2022 to 5 April 2023' the income will be listed under this.

3. Check the learner and the learners parent/guardian has signed and dated the application
4. Head of Post 16 to sign and date the application

5. Applications will need to be collected by/sent in to the LA.
6. Please ensure the learners handwriting is legible before authorising the application in
7. Please ensure the learners 'tick' the appropriate box for previous bursary awards to help avoid duplication of creditor accounts
8. Please **DO NOT** email pupil level data – this includes names, bank details etc. I give each applicant a number so please use this to refer to them if you do email. Or use S2S or phone when appropriate
9. Please can you keep me updated regarding any bank and/or home address changes
10. If we are substantially oversubscribed with applications due to the increase in threshold for Category 3's we will need to reduce the amount awarded. However as in previous years we will review the budget at Christmas and where possible increase payments for the remainder of the year.

Change of category

If a learner changes category they do not need to fill out a new application form. Please can you inform the LA of this with the date as to which they became eligible to change categories, e.g. the date they began to receive Income Support from.

New learners

If a learner has moved to your sixth form from outside of the Plymouth collaborative scheme or from an FE College they will need to fill out an application. If they have moved from another sixth form within the collaborative scheme, they do not need to complete an additional application form, the learner should notify you that they receive the bursary and then you will need to contact the LA to inform them of the transfer. They will then continue to receive their bursary as normal.

Learners who leave

If a learner leaves your sixth form you need to contact the LA to inform them of this.

Contact info below

Julie Reed
Plymouth City Council
Ballard House
West Hoe Road
Plymouth
PL1 3BJ

julie.reed@plymouth.gov.uk

PRIVACY NOTICE

Being transparent and providing accessible information to individuals about how we use personal information is a key element of the Data Protection Act and the General Data Protection Regulation (Regulation (EU) 2016/679).

The information being processed

The Council is collecting the information in this form (personal and bank details) and supporting evidence for the purpose of managing your bursary application and payments.

This information will be used for assessing your eligibility to receive a 16-19 bursary award and making monthly payments into your bank.

Information Sharing

To ensure that the council provides you with an efficient and effective service we will sometimes need to share your information between teams within the council as well as with our partner organisations that support the delivery of the service you may receive. In this case, the information collected will be shared with:

Staff at your School / Academy

Staff within Finance and Education, Participation and Skills at Plymouth City Council

We will only ever share your information if we are satisfied that our partners or suppliers have sufficient measures in place to protect your information in the same way that we do.

We will never share your information for marketing purposes.

Retention Periods

We will only keep your information for 7 years

Privacy policy

The full policy and notice is available on the Plymouth City Council website at:

<https://www.plymouth.gov.uk/aboutwebsite/privacypolicy>