

Chingford Foundation School - 16-19 Bursary Fund Discretionary Support Application Form

(This form is only for students who wish to be considered for discretionary support.)

Section 1 of this form **MUST** be completed by the Student who is claiming.
Section 2 of the form **MUST** be completed by the Parent(s) / Carer of the student who is claiming.

SECTION 1 - FOR COMPLETION BY THE STUDENT

Name of Student: Date of Birth:

What income do you have from any part-time working? (Please specify hours & typical pay)

Please tick if any of the following statements apply:

I have received support from the 16-19 bursary fund during a previous academic year	
I receive Free School Meals	
I have received Free School meals at some time within the past 6 years but am not eligible currently	
I have a Learning Disability and / or Disability	
I am the Parent of a child	
I do not live with either of my parents	
I have been convicted of a criminal offence	

(If you have ticked any of the above, please supply further information with this form)

Please explain in this box: why you wish to receive discretionary support; and what difference support would make to you

(Please use continuation sheets if you wish to tell us any more information. Please also include any supporting documents which you would like us to consider)

IF YOU NEED HELP IN SUPPLYING INFORMATION, PLEASE SEEK ADVICE FROM A MEMBER OF THE UPPER SCHOOL TEAM.

Please also read and sign the declaration below:

Declaration:

I wish to apply for Discretionary Support from the 16-19 Bursary Fund.

I do solemnly and sincerely declare that the information I have supplied in this application is true to the best of my knowledge and belief.

If I am found to have made a false declaration I will face disciplinary action. Also if I receive any money based on a false declaration I am likely to be prosecuted and be required to repay any money received.

Signed:(student)

Date:.....

SECTION 2 - FOR COMPLETION BY THE PARENT / CARER OF THE STUDENT

Please provide evidence in this box to support the application. (Evidence may include: Details of family income & outgoings / savings; Social Security Benefits claimed / received; Details of dependents who live at the same address; Other extenuating circumstances)

(Please use continuation sheets if you wish to tell us any more information. Please also include any supporting documents which you would like us to consider)

Please also read and sign the declaration below:

Declaration:

I do solemnly and sincerely declare that the information I have supplied in this application is true to the best of my knowledge and belief.

If the student named in this application receives any money based on a false declaration I may face prosecution and / or legal action for recovery of the money.

Signed:(Parent / Carer)

Print Name:.....

Date:.....

PLEASE NOW SUBMIT THIS APPLICATION PLUS ANY SUPPORTING DOCUMENTATION TO THE UPPER SCHOOL OFFICE AS SOON AS PRACTICABLE IN A SEALED ENVELOPE - MARKED 'FAO BURSARY COMMITTEE'.

Notes / Information:

All applications will be carefully considered by the CFS Bursary Committee. Students who are awarded Discretionary Support Status will be notified subsequently of that decision. This means that as the need arises during the remainder of the academic year, they may draw upon discretionary support funds as needs arise.

Examples include:

Provision	Method
Educational books / CDs (including study guides)	Purchased directly by the school and given (or more usually) loaned to the student
Educational equipment (including Art materials)	
Clothing & shoes compatible with the Upper School dress code	
Educational Visits	Internal transfer / direct payment to provider
UCAS application fees	Direct payment made to UCAS
Transport to university interviews	Arranged with providers by finance office, or reimbursed to the student in arrears on production of receipts

The above list is not an exhaustive list, but is used as an illustration.

IT IS IMPORTANT TO NOTE THAT IN THE ABOVE CASES, IT MAY BE THAT THE BURSARY FUND ONLY CONTRIBUTES A PROPORTION OF THE COST, WITH THE BALANCE STILL PAYABLE BY THE LEARNER.

FURTHERMORE WHILST THE SCHOOL WILL AIM TO ENSURE THAT THE BURSARY FUND IS SPENT GRADUALLY OVER THE YEAR, ONCE THE FUND HAS BEEN SPENT UP, THERE CAN BE NO FURTHER DISCRETIONARY SUPPORT.

At such times as specific needs arise, students who have been granted Discretionary Support Status should raise their specific needs with the Upper School Office.

Students who are successful must understand that continuation of the Discretionary Support Status is conditional on the following:

- 1) maintenance of a satisfactory level of attendance (normally 94% each half-term, with 0% unauthorised absence)
- 2) maintenance of a satisfactory level of punctuality (normally 5 lates maximum per half-term)
- 3) satisfactory conduct (evidenced by referrals / detentions / effort & deadlines data on tracking reports)

Students **MUST** inform the Bursary Committee of any substantial or material change in their circumstances.