

FREE SCHOOL MEALS AND BURSARY

APPLICATION FORM 2020

For office use only

Eligibility Checked:

Free School Meal: Yes No

Bursary: Yes No

Award:

Date Approved:

Approved By:

PART A – SECTION 1 PERSONAL STUDENT INFORMATION

Surname		Forename	
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Date of Birth		Age @ 31.8.20	
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Have you been a resident in the UK / EEA for the last 3 years?	Yes		No	
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Are you an Asylum Seeker?	Yes		No	
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Home Address			
	Postcode		

If time at address is less than 3 years, please provide previous postcode	
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Telephone		Mobile	
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Please indicate who you live with	Parents		Relatives		Other		On own	
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(FOR PRIORITY VULNERABLE BURSARY) Have you ever been in care?	Yes		No	
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(FOR PRIORITY VULNERABLE BURSARY) Are you a care leaver?	Yes		No	
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PLEASE ENCLOSE A LETTER FROM THE LOCAL AUTHORITY CONFIRMING LOOKED AFTER STATUS

If living on your own please indicate how you support yourself financially	
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FOR PRIORITY VULNERABLE BURSARY

Are you in receipt of Income Support or Universal Credit?	Yes		No	
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Are you (student) in receipt of Disability Living Allowance and Employment Support Allowance?	Yes		No	
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Are you a parent who has responsibility for a child?	Yes		No	
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N.B. Meeting the criteria for a bursary for vulnerable groups does not automatically mean funding will be given. There is a possibility of no award or a limited award of a bursary for vulnerable groups being the outcome of an application.

PART A – SECTION 2 STUDENT BANK INFORMATION

Account Title												
Name of Bank Account / Building Society												
Branch												
Sort Code							Account Number					
Roll Number (if applicable) (Building Society Accounts only)												
Signature of student							Date					

PART B – TO BE COMPLETED BY PARENTS OR GUARDIANS

PART B – SECTION 1 ELIGIBILITY CHECK

Surname				First Names			
Parent / Carer				Tel (home)			
Address				Tel (mobile)			
				email address			
Please state the relationship with student							
Does the young person live with you at the address shown?				Yes		No	

PART B – SECTION 2 INCOME DETAILS

DO PARENT(S) / GUARDIAN(S) CLAIM ANY OF THE FOLLOWING BENEFITS (PLEASE TICK AS APPROPRIATE)

A student is only eligible to receive a free meal when they or a responsible adult on their behalf have made a successful application to the institution where they are enrolled.

Income Support	<input type="checkbox"/>	Proof of benefit (current letter of entitlement)
Employment and Support Allowance	<input type="checkbox"/>	Proof of benefit (current letter of entitlement)
Income-based Jobseeker's Allowance (JSA)	<input type="checkbox"/>	Proof of benefit (current letter of entitlement)
Working Tax Credit	<input type="checkbox"/>	Tax Credit Award for current tax year
Child Tax Credit	<input type="checkbox"/>	Tax Credit Award for current tax year
Pension Credits (Minimum Guarantee Credit)	<input type="checkbox"/>	Pension Credit Award Notice
Universal Credit or other (i.e. Immigration / Asylum)	<input type="checkbox"/>	Vouchers as supplied by Inland Revenue / UC with net earnings not exceeding the equivalent of £7400 p.a.
Other information for us to be aware of (i.e. Self Employed)	<input type="checkbox"/>	Check Self Employed Declaration Form for free school meals eligibility if entitled to UC

YOU MUST ATTACH EVIDENCE OF RELEVANT BENEFIT – e.g. COPY OF THE MOST RECENT AWARD LETTER FROM BENEFIT AUTHORITY. FOR WORKING TAX OR CHILD TAX CREDIT YOU NEED TO SUPPLY YOUR 2020/21 TAX CREDIT AWARD NOTICE. FOR UNIVERSAL CREDIT PLEASE SUPPLY THE LAST THREE AWARD NOTICES WHICH CAN BE FOUND IN YOUR JOURNAL WHEN YOU LOG IN TO YOUR UC ACCOUNT ONLINE.

**PART C – SIGNATURE OF PARENT / GUARDIAN AND STUDENT
PLEASE SEE OVERLEAF FOR PRIVACY NOTICES**

Student Declaration	<ul style="list-style-type: none"> • I declare that all answers given in this form are true. • I have read the guidance and accept the conditions of any bursary awarded to me. • I understand that if I give false information or withhold information, my application will be cancelled and action will be taken, where appropriate, to recover any money paid to me. • I accept that I will need to refund any sum arising from an overpayment for any reason. • I understand that, if I do not keep to the conditions of my learning agreement, payments may be withheld. • I understand that, if I leave college, I will not be entitled to further payments. • I understand that the information provided may be shared with other agencies for the purposes of verification and prevention of fraud. Cases of fraud may be prosecuted.
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Signature of Student		Date	
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Parent / Guardian Declaration	<p><i>This section must be completed by the applicant's parent/guardian as applications for the Priestley College Bursary will be assessed against household income.</i></p> <ul style="list-style-type: none"> • I/we declare that, to the best of my knowledge, all the information given in connection with the application is full and correct in every respect. • I/we will provide any additional information which may be required by the college to verify my/our circumstances. • I/we will inform the college of any changes in financial circumstances which may affect the award. • I/we understand that if my/our child does not keep to the condition of their Learning Agreement, payments may be withheld. • I/we understand that my/our child leaves the college, he/she will not be entitled to any further payments. • I/we understand that the information provided may be shared with other agencies for the purposes of verification and prevention of fraud. Cases of fraud may be prosecuted.
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Signature of Parent / Guardian		Date	
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Signature of Parent / Guardian		Date	
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HAVE YOU REMEMBERED TO ATTACH

Evidence of relevant benefit or proof of household income	
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Check Self Employed Declaration Form for free school meals eligibility if entitled to UC	
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Letter from Local Authority confirming looked after status (if applicable)	
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Please check that you have answered each section fully

<p>Once complete with evidence, please return to</p> <p>Student Services Priestley College Loushers Lane Warrington Cheshire WA4 6RD</p>
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PRIVACY NOTICE FOR STUDENTS AND PARENTS

Priestley College

This privacy notice explains how the college use your personal information. If you have any questions about the way we use your personal data, please contact our Data Protection Officer on 01925 263919 or email a.laing@bridgwaterhigh.com Your personal information is used by us to exercise our official authority to provide further education services within the legislative framework of the Further and Higher Education Act and the Education (Government of Further Education Colleges) Regulations 1992. We also have requirements placed on us by the Department for Education (DfE), and the Education and Skills Funding Agency (ESFA).

What information do we collect about you?

We collect information from you when you submit an application to the Priestley College Bursary Scheme. The information we collect includes your name, address, contact details, date of birth and information about your household and personal circumstances.

How will we use information about you?

We will use the information you provide to process your application for the Priestley College Bursary Scheme. We also pass information to relevant government bodies and agencies as part of our mandatory duty. You can view a separate privacy notice from the Education and Skills Funding Agency on behalf of the Department for Education at the end of this notice. Your information will be securely destroyed after it is no longer required for these purposes, in accordance with our retention policy. You can request a copy of this policy from the college's data protection officer.

Special Categories of Information

The college will also ask you to provide information relating to your residency and nationality, and information relating to benefits your household may receive which may be relevant to your health and other personal circumstances. This information is used to assess your eligibility under the categories of the bursary, and to ensure that we meet our obligations under the Equality Duty. If you would like to discuss this further, please do not hesitate to contact us.

PRIVACY NOTICE 2020 TO 2021 EDUCATION AND SKILLS FUNDING AGENCY

How we use your personal information

This privacy notice is issued by the Education and Skills Funding Agency (ESFA), on behalf of the Secretary of State for the Department of Education (DfE). It is to inform learners how their personal information will be used by the DfE, the ESFA (an executive agency of the DfE) and any successor bodies to these organisations.

For the purposes of relevant data protection legislation, the DfE is the data controller for personal data processed by the ESFA. Your personal information is used by the DfE to exercise its functions and to meet its statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009 and to create and maintain a unique learner number (ULN) and a personal learning record (PLR).

Your information will be securely destroyed after it is no longer required for these purposes. Your information may be used for education, training, employment and well-being related purposes, including for research. The DfE and the English European Social Fund (ESF) Managing Authority (or agents acting on their behalf) may contact you in order for them to carry out research and evaluation to inform the effectiveness of training.

Your information may also be shared with other third parties for the above purposes, but only where the law allows it and the sharing is in compliance with data protection legislation. You can agree to be contacted by other third parties by ticking any of the following boxes:

- About courses or learning opportunities.
- For surveys and research.
- By post.
- By phone.
- By e-mail.

Further information about use of and access to your personal data, details of organisations with whom we regularly share data, information about how long we retain your data, and how to change your consent to being contacted, please visit:

<https://www.gov.uk/government/publications/esfa-privacy-notice>