

APPLICATION FOR 16-19 BURSARY FUNDS 2025-26

Please read the school's 6th Form Bursary Policy and return this completed form with accompanying documentation to Mrs Duncan in the Sixth Form Common Room Office.

This form establishes your eligibility for funding by the 16-19 bursary. The form and accompanying evidence will be assessed by the school to confirm your eligibility. Once established we will ask you to meet with the school to establish how much funding is required. You will then receive a letter notifying you of the amount awarded and the process for processing funds.

Please note the following important information:

- You should read the school's 6th Form Bursary Fund Policy and the DfE's 16-19 Bursary Fund Guidelines to make sure you are eligible to apply.
- Please complete all sections of the form and make sure you provide us with copies of the evidence we need. Your application will not be assessed without the correct evidence.
- The closing date for applications is [10/10/2025]. **If you find yourself in financial hardship or circumstances change after this date, please contact Mr Fernandes.**
- The budget we have available is limited so we cannot guarantee that we will be able to provide you with the financial support you request.
- Payment of all bursaries are dependent on you complying with the requirements as set out in section 6.
- It should be noted that financial support in terms of a cash payment is rare and would need exceptional circumstances documented by clear evidence.
- All awards are based on actual need and there is the possibility that of no award or a limited award being given.

SECTION 1: PERSONAL DETAILS OF STUDENT

First Name		Surname	
Date of Birth		Home Phone Number	
Email		Mobile Number	
Address			

SECTION 2: BURSARY TYPE APPLIED FOR

Please tick the box for the bursary that you are applying for.

Vulnerable Bursary	☐	Please complete sections 3, 5 and 6.
Discretionary Bursary	☐	Please complete sections 4,5 and 6.

SECTION 3: VULNERABLE 16-19 BURSARY

Student applying for this award should tick the box that applies to them (please attach proof – see section 5)

Eligibility Criteria	Tick if applies	Evidence Required	Tick if enclosed
Living in care / Care leaver	☐	Letter/email from the relevant Local Authority. This must be on headed paper, or from a local authority email address.	☐
Receiving income support or Universal Credit because you are supporting yourself	☐		☐
Receiving Disability Living Allowance in your name and either Employment Support Allowance (ESA) or Universal Credit	☐	Copy of your Income Support award notice or a copy of your 3 most recent monthly Universal Credit award statements. (You should be able to print off details of your award from your online account).	☐
Receiving Personal Independence Payment (PIP) in your name and either ESA or Universal Credit	☐	Copy of your 3 most recent monthly Universal Credit award statements. (You should be able to print off details of your award from your online account). Evidence of receipt of Disability Living Allowance or Personal Independence Payment, must also be provided.	☐

SECTION 4: DISCRETIONARY 16-19 BURSARY

I am a student permanently living in a household whose parents/carers receive one or more of the following. Please tick in the appropriate column.

Name of person receiving the benefit	Free School Meals	Universal Credit	Emp't Support Allow.	Personal Ind. Payment	No benefits & household income <£20k

We require documentary evidence if you receive any benefits noted above (photocopies accepted) for an assessment to be made. Further evidence may be required (e.g. bank statements) if the evidence requested is deemed unsatisfactory.

Type of Income	Evidence Required	Tick if Enclosed
Universal Credit	Entitlement/Award Letter – dated within the last 3 months*	
Employment Support Allowance		
Personal Independence Payment		
Carer's Allowance		
No benefits & household income <£20k	One of the following:	
	Evidence of self-employed income, e.g. tax return or accountant's letter	
	P60 for the 2024/25 tax year	
	The most recent 3 months' pay slips	

* Any letter provided to us should be dated within the last 3 months. If your letter is older than 3 months, please provide a recent bank statement showing a relevant payment going in to your account within the last 3 months. Any letter provided must confirm the name and address of the person receiving the benefit(s).

SECTION 5: ATTENDANCE AND BEHAVIOUR CONDITIONS

Payments of the bursary are conditional on students meeting the following conditions in relation to their standards of attendance and behaviour. If a bursary application is successful, to continue to be in receipt of any awarded funds students must have 100% attendance unless any of the following authorised leave in advance occurs:

- Medical appointments that cannot be arranged outside school hours (supported by an appointment card)
- Religious festival
- Visit(s) to university for an interview or open day
- Any unpaid work experience placement that is an integral part of your course
- Attendance at the funeral of a relative or close friend
- Study Leave
- Medical evidence for any prolonged illness or absence. If any absence is longer than 4 weeks then bursary will cease to be paid.

If attendance falls below 95% the school reserves the right to withdraw the eligibility for bursary funding.

Persistent lateness to lessons may also result in a student's bursary being withdrawn. Students must arrive to every lesson on time. Punctuality will be determined by the register mark taken at the beginning of each lesson.

The school will stop payments where students have been absent for a period of 4 continuous weeks or more (excluding holidays) and where students have decided to withdraw from a study programme.

All sixth form students must always meet the school's standards for behaviour or funding may be withdrawn.

Where the school does not meet the conditions for payment set out in this document, students may have their payment withheld, but the school will always take students' individual circumstances into consideration. This includes considering the impact on attendance that might be caused by illness, caring responsibilities, or other exceptional circumstances.

The school reserves the right to take back money from students where it is not spent for the reasons it was awarded.

The school will consider the impact of withdrawing funding on the individual student before taking a final decision to do so, and any decision will be confirmed to the student in writing.

SECTION 6: DECLARATIONS			
Please read the declarations below, tick each statement to confirm your acceptance, and sign below.			Tick to Confirm
I declare that the statements made on this form are to the best of my knowledge true in every respect			
I undertake to supply any additional information that may be required to verify the particulars given.			
I understand that if I refuse to provide information relevant to my claim the application will not be accepted.			
I undertake to inform the Sixth Form of any alteration to any of the particulars in writing.			
I agree to repay the school in full and immediately any sums advanced to me if the information I have given is shown to be false or deliberately misleading.			
I am aware that the funding covers only this year Sept – July and that I must re-apply next year; there is no guarantee that I will receive funding for future years even if I am eligible for the current year.			
I understand that if I do not meet behaviour and attendance conditions (part 5) my bursary funding may be withdrawn.			
Signature of Student		Signature of Parent / Carer	
Print Name		Print Name and relationship to Student	
Date		Date	

SECTION 7: SCHOOL USE ONLY			
Criteria			Tick if Confirmed
Age eligibility established (see ESFA guidance)			
Education provision eligibility established (see ESFA guidance)			
Residency eligibility established (see ESFA guidance)			
Asylum status established (see ESFA guidance)			
Proof of benefit / income (section 3 and 4 above) established			
Signature of School Finance Lead		Date	
Print Name			
Signature of Head of 6 th Form		Date	
Print Name			