



16 to 19 Bursary Fund Application Form

Executive Head Teacher

Mrs Helen Farnell

Please read the 16 to 19 Bursary Fund Policy on our website before completing this form.

We encourage parent carers and/or students to submit their applications by July prior to starting the next academic year in September. This allows the panel to process the applications and notify applicants of the outcomes. However, applications can be made throughout the school year. All applications will be held in the strictest confidence.

Please remember that meeting the criteria for a bursary does not automatically mean you will receive the funding. There is no guarantee of an award, you may receive a full, partial or no award based on the outcome of the panel assessment of your application.

Personal Details

Students name	
Person completing the forms name	
Relationship to student	

Bursary & Evidence

I am applying for the Vulnerable Pupils' Bursary of up to £1200 per annum <input type="checkbox"/>		
Vulnerable pupils' bursary	Tick	Supporting documents required
Student in care or care leaver.		A letter or email from social worker or local authority.
Student receives Income Support or Universal Credit because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them such as a child or partner.		Supply copies of the following paperwork in the student's name: <ul style="list-style-type: none"> Income Support or Universal Credit Tenancy Agreement
Student is receiving Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right.		Supply copies of the following paperwork in the student's name: <ul style="list-style-type: none"> Disability Living Allowance or Personal Independence Payments Employment and Support Allowance or Universal Credit

I am applying for a Discretionary Bursary <input type="checkbox"/>		
Discretionary bursary	Tick	Supporting documents required
Student is entitled to or received Free School Meals.		No evidence required.
Student whose household receives income based means tested benefits AND/OR whose gross annual household income is below £25,000.		Please supply one or more of the following: <ul style="list-style-type: none"> Copies of... <ul style="list-style-type: none"> benefits paperwork Universal Credit Award Notice P60 (for the last financial year) or the last 3 months pay slips evidence of self-employed earnings (certified accounts for the last financial year)
Student who has been affected by sudden exceptional changes to their financial circumstances.		Supporting letter from parent carer.

The supporting documents will be stored securely and will only be used for the purpose of assessing eligibility for the 16 to 19 Bursary Fund. Documents will be retained for six years in line with ESFA guidance. Unsuccessful applicants' details will be destroyed after 6 months.

Please outline what you wish to use the bursary towards and the expected costs:

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Please be aware that the funding covers only this academic year and there is no guarantee that funding will be available for future years, even if you are eligible for the current year.

Declarations

I declare that all information and evidence that I have provided is correct and complete to the best of my knowledge and belief. I am aware that giving false or incomplete information that leads to incorrect/overpayment may result in any incorrectly paid funds being recovered. I understand this might result in a referral to the police with the possibility of facing prosecution.

By signing this declaration, I confirm agreement to all the conditions and eligibility criteria of the scheme as outlined in the 16 to 19 Bursary Fund Policy.

Signature		Date	
Full name (in block capitals)			

Please return the completed application form and all supporting documents in an envelope marked 'Bursary Application' to the school office.

For School Completion

Date of panel meeting:			
Attended by:			
Eligibility met?			
Panel Decision			
Outcome	Successful / Unsuccessful		
If successful:	Full / Partial	Amount	£ _____