

16-19 Bursary Application Form 2026-27

Please complete all details in full as your application cannot be considered without all the information requested. If you need further information or help completing the application form, please contact Mr Taylor. Where possible, please complete this form by 30 September 2026. If you require a paper copy of this form to complete, please see Miss Richards in the sixth form office.

Section 1: Student Personal Details

Surname												
First Name(s)												
Date of Birth												

Section 2: Eligibility for a Vulnerable Bursary

Students are entitled to receive a bursary of up to £1,200 per year if they are in any of the categories described below. Please tick any that apply and submit the relevant evidence, which is listed, with the application:

☐	I am a young person who is looked after in local authority care Evidence – confirmation letter from your local authority
☐	I am a young care leaver Evidence – confirmation letter from your local authority
☐	I (above named student) receive Income Support (IS) or Universal Credit (UC) Evidence – your most recent letter from the Department for Work and Pensions (DWP) regarding receipt of this benefit
☐	I (above named student) receive Disability Living Allowance or Personal Independence Payments in my own right as well as Employment and Support Allowance or Universal Credit in my own right Evidence – confirmation by the DWP of receipt of BOTH allowances

If you have ticked any of the categories above, you do not need to fill in Section 3 of this form. Please continue to sections 4 (Bank Details) and 5 (Declaration).

Section 3: Eligibility for a Discretionary Bursary

The Director of Sixth Form will assess your eligibility for the Discretionary 16-19 Bursary in line with the school's own policy, available funding, and your financial need. Please complete the following section as fully as you can and ask for help if you need it. Your need will be assessed on the information you provide and there is no guarantee that you will be eligible for the bursary or a guarantee of the level of funding you may receive.

Please consider the questions below:

3.1	Are you eligible for Free School Meals?	Yes ☐	No ☐
	<i>If yes, please give the date of notification of eligibility.</i>		

3.2	Do you, or your parents that you live with, receive any means-tested state benefits?	Yes ☐	No ☐
	<i>Examples of means-tested state benefits are as follows, N.B. this list is not exhaustive:</i> <i>Universal Credit, Income support, Income-based Job Seeker's Allowance or Employment and Support Allowance, Child Tax Credit (not Child Benefit), Working Tax Credit etc</i>		

		Student	Parents
3.3	If you answered 'yes' to question 3.2 above, please indicate who receives these benefits?		

3.4	Is your household income less than £25,323 per year?	Yes ☐	No ☐
	<i>Your household income is the total amount your family earns each year before tax and National Insurance deductions.</i>		

If you answered 'yes' to question 3.1, 3.2 or 3.4, **please provide evidence.**

For 3.1 and 3.2, normally, this will need to be written confirmation/benefit entitlement letter from the relevant agency, e.g., a letter from the Local Authority confirming your eligibility for Free School Meals, or a letter from the Department for Work and Pensions confirming your or your parent/carer's eligibility for benefits.

For 3.4, this could be copies of your parent/carer's recent P60 or last three month's payslips.

3.5	If you answered 'no' to questions 3.1, 3.2 and 3.4 above, please provide further information explaining why you need financial support.

3.6	Please provide specific details below to explain what financial assistance is required	Tick if cost has already been incurred (attach receipts) and whether student or parent/carer should be reimbursed.	
Type of support required	Details and estimated cost (£)		
		Parent/Carer	Student
Food/Subsistence			
Clothing			
Books/Equipment			
Transport			
Costs associated with the Duke of Edinburgh Award Scheme			
Additional course costs e.g., trips/resit fees			
UCAS Application and Admissions Test fees			
Other miscellaneous items – please specify.			

Section 4: Student Bank Account Details

Full Name of Account Holder									
Name of Bank/Building Society									
Branch									
Sort code	<table><tr><td></td><td></td></tr></table> - <table><tr><td></td><td></td></tr></table> - <table><tr><td></td><td></td></tr></table>								
Account Number	<table><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>								
Building Society Reference Number (Roll Number)									

Section 5: Parent/Carer Bank Account Details

Full Name of Account Holder									
Name of Bank / Building Society									
Branch									
Sort code	<table><tr><td></td><td></td></tr></table> - <table><tr><td></td><td></td></tr></table> - <table><tr><td></td><td></td></tr></table>								
Account Number	<table><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>								
Building Society Reference Number (Roll Number)									

Section 5: Declaration

I confirm the information given on the form is complete and accurate at the time of application and that I will inform the school immediately of any change in circumstances. I understand that any attempt to dishonestly obtain funding from the bursary shall be treated as fraud that will be subject to disciplinary or legal procedures.

All payments are conditional on student lesson **attendance not falling below 90%** and there is an expectation that our Learner Enrolment Agreement will be adhered to in full.

The student applying for the bursary is expected to sign the declaration in all cases.

Student's signature	
Print name	
Date	

Parent/carers signature	
Print name	
Date	

Before sending in your application form please check to make sure that you have completed all the sections relevant to your circumstances and that you have enclosed copies of the relevant evidence to support your claim. If you have not your application will be returned to you and there will be a delay in any potential bursary payment made.

SCHOOL USE ONLY

Date application reviewed:	Date application returned to student (if applicable):		
	Reason: incomplete form / evidence not supplied		
Date resubmitted application reviewed (if applicable):	Assessment		Tick
	Vulnerable	Approved	
		Refused	
		Not Applied For	
	Discretionary	Approved	
		Refused	
Not Applied For			
Rationale for assessment:			
Details of bursary awarded, based on need and evidence supplied:			
Further information (e.g., arrangements, schedule, and conditions for payments):			
Completed by:	Date:		
	Confirmation of award sent to parents:		Tick