



16-19 BURSARY FUNDING APPLICATION FORM 2026/27

Prior to completing this form, please read the eligibility criteria attached to ensure you are eligible to apply and understand the conditions of the funding, if awarded.

Important Information:

- Please complete all sections of the form applicable and make sure you provide copies of the required evidence to support your application. **Your application will not be assessed if the form is incomplete or there is missing evidence**
- The closing date for applications is **Friday 25^h September 2026**. If you are in financial hardship after this date please inform the Sixth Form Administrator.
- Please bear in mind the funding we have is limited so we cannot guarantee we will be able to provide you with the financial support you have requested.
- Payment of the bursary is dependent upon your behaviour, attainment and compliance with the 6th Form Code of Conduct
- The decision of an award will be made by **a panel of 3 members** of staff
- Financial support in the form of a cash payment is rare and would only be made in exceptional circumstances supported by documented evidence

SECTION 1 – PERSONAL DETAILS

Student Name:	Year Group:
School:	Date of Birth:
Home Address (include postcode):	
School Email:	Home Phone:
Alternative Email:	Mobile Phone:
Bank Account Number:	Sort Code:
Account Holders Name:	

SECTION 2 – BURSARY APPLIED FOR*(please tick as appropriate and complete relevant section)*☐**Vulnerable groups bursary grant**
(please complete section 3)☐**Discretionary bursary grant**
*(please complete section 4)***SECTION 3 –VULNERABLE GROUPS** (Up to £1,200 of financial support)*(please tick as appropriate and provide the Evidence required)*☐

Student Status	Evidence to be provided
I am Living in Care / A Care Leaver	Please supply supporting letter from your keyworker or social worker or your discharge from care documentation

☐

Student Status	Evidence to be provided
I am receiving Income Support or Universal Credit in my name because I am financially supporting myself and/or a dependent who lives with me	Benefits paperwork dated within the past 8 weeks e.g. Entitlement/Award letter

☐

Student Status	Evidence to be provided
I am receiving Disability Living Allowance and either Employment Support Allowance or Universal Credit	Benefits paperwork dated within the past 8 weeks e.g. Entitlement/Award letter

☐

Student Status	Evidence to be provided
I am receiving Personal Independence Payments and either Employment Support Allowance or Universal Credit	Benefits paperwork dated within the past 8 weeks e.g. Entitlement/Award letter

SECTION 4 – DISCRETIONARY*(please tick as appropriate and provide the Evidence required)*☐

Student Status	Evidence to be provided
I am currently receiving Free School Meals	FSM Entitlement/Award Letter from the school assessed at the beginning of year 12 (new study programme – KS5)

	Student Status	Evidence to be provided
☐	I am eligible for FSM because my parents/guardians receive one of the following benefits: • Income Support • Income based Job Seekers Allowance or Employment & Support Allowance • Support under part VI of the Immigration and Asylum Act 1999 • The Guarantee element of state pension credit • Child Tax Credit (but not entitled to working tax credit) with an annual income below £16,190 per annum • Working Tax Credit Run-On • Universal Credit with household income below £7,400 per year (after tax and excluding benefits)	Benefits paperwork dated within the past 8 weeks e.g. Entitlement/Award letter

	Student Status	Evidence to be provided
☐	I am the child of a member of Service Personnel (Ever 4)	Paperwork to support the employment status of your parent/guardian

	Student Status	Evidence to be provided
☐	I am a Young Carer	Children's Team to verify student status as a Carer and provide written evidence

	Student Status	Evidence to be provided
☐	The family gross household income is below 30,000 (including Universal Credit)	Parent/Guardian to complete table below and provide copies of relevant documents

Discretionary Bursary: Parent/Carers of the applicant should complete this section.

Full Name of Adult 1:	Occupation:
Full Name of Adult 2:	Occupation:
Name of Guardian/Carer:	Guardian/Carer's Occupation:
Number of dependents in the household under the age of 19 and in full time education:	

Details of your family income for the last financial year (6th April 2025 to 5th April 2026). Please complete all boxes stating the income amount or entering 'N/A' if not applicable and provide evidence (copies not originals) with application (NEW APPLICATIONS ONLY – Evidence is not required if already supplied in year 12). Further Clarification may be requested.

Type of Income	Annual Income (£)	Evidence Required	Evidence Provided (v)
Adult 1 gross Income from main/self employment		P60 for Previous tax year or employer letter confirming annual salary or week 52 payslip (March) or Most recent Tax Return	
Adult 1 gross income from additional / part-time work		P60 for Previous tax year or employer letter confirming annual salary or week 52 payslip (March)	
Type of Income	Annual Income (£)	Evidence Required	Evidence Provided (v)
Adult 2 gross Income from main/self employment		P60 for Previous tax year or employer letter confirming annual salary or week 52 payslip (March) or Most recent Tax Return	
Adult 2 gross income from additional / part-time work		P60 for Previous tax year or employer letter confirming annual salary or week 52 payslip (March)	
Guardian/Carer's gross Income from main/self employment		P60 for Previous tax year or employer letter confirming annual salary or week 52 payslip (March)	
Guardian/Carer's gross income from additional / part-time work		P60 for Previous tax year or employer letter confirming annual salary or week 52 payslip (March)	
Universal Credit		Entitlement/ Award Letter dated within the last 3 months	
Tax Credits		Most up to date Tax Credit Award Notice detailing entitlement to Working Tax Credits or Child Tax Credits	
Child Benefit		Award letter of entry on last bank statement	
Separation Allowance/Maintenance/Child Support		Most Recent relevant paperwork detailing entitlement and amount paid	
Any other Benefits such PIP or Carers Allowance		Entitlement/ Award Letter dated within the last 3 months	
Any Other Income (e.g Pensions, Shares, Investments, Dividends etc)		Relevant paperwork detailing entitlement and amount paid dated within the last 6 months	
TOTAL			

SECTION 5 – PURPOSE OF FUNDING

Please state below the individual item details and cost of the required resources you are applying for in the relevant section. If the section is not applicable leave it blank.

Resource/Service	Details	Estimated Cost in £'s
Home to school transport (Please investigate the most economical method)	e.g. annual/termly travel pass	
Books/Revision Guides (Your subject teachers may be able to assist/advise)	e.g. state ISBN reference and title of the book(s) (List on a separate piece of paper if required)	
Equipment	e.g. Laptop / Instruments / Stationary	
Sixth Form Uniform / Dress		
Course related Protective Clothing	e.g. Lab/Art Coat / Sportswear for PE	
School Trip/Visit/Activity (Your subject teachers may be able to assist/advise) *NB – Must be a requirement of your course of study*	e.g. Theatre trip for English to support coursework	
UCAS Fees		
Travel to / from University Open Days		
School Meals (Current allowance of £2.75 per day during term time only)		
Any Other Items NB – Must be eligible under the terms of the 16-19 Bursary Funding		

SECTION 6 – SUPPORTING STATEMENT

Please state below any additional information relating to your financial / family circumstances that you wish to be taken into consideration when your application is being assessed by the panel and how you feel this funding will support you in your studies.

SECTION 7 – PARENT/GUARDIAN DECLARATION (not required for Bursary for Vulnerable students Applications)

Please ensure this section is signed and dated by a parent/guardian otherwise your application may not be assessed

I declare that the information provided on this form is correct and true to the best of my knowledge in every respect, and I undertake to inform the school of any changes in the particulars given concerning my financial circumstances.

If for any reason the student making this application leaves the school before the end of their course of study or fails to comply with the conditions given in the Trusts 16-19 Bursary Funding Statement for which they have been granted an award, I undertake to inform the 6th Form Administrator / School Office immediately.

***Year 13 Applications only** – I can confirm that my household income has not changed and is still less than £30k since my household income was checked as part of my child's Year 12 Bursary Application.

I understand that if I knowingly provide misleading or false information I may be liable to prosecution.

Name of Parent/Carer (Block Capitals)

Signature **Date**

SECTION 8 – STUDENT DECLARATION

Please read the declaration carefully before signing

I declare that the information provided on this form is correct and true to the best of my knowledge in every respect, and I undertake to inform the school immediately of any changes in the particulars given concerning my circumstances.

I also undertake to supply any additional information that may be requested to support my application if requested and understand that if I refuse to provide the relevant documents it will not be accepted.

I have read and understood the conditions of the 16-19 Bursary Funding Statement and am aware of the requirements for behaviour, attainment and compliance with the SixthForm Code of Conduct.

I understand that if I knowingly provide misleading or false information I may be liable to prosecution and disciplinary procedures.

***Year 13 Applications only** – I can confirm that my household circumstances have not changed since my household income was checked as part of my Year 12 Bursary Application.

Name of student (Block Capitals)

Signature Date

For Office use:

Date Application Received	
Date of Assessment	
Signed by Assessment Panel	
Name:	Signature
Name:	Signature
Name:	Signature
Date Award/Non-Award Letter Sent	