



Application for a 16-19 Bursary

Please read the information on this form carefully.

Any mistakes or missing information may delay your application. It is important that you provide us with the correct contact details as we may need to contact you for further information. The information provided on this form will only be used for the purposes of processing your bursary application and is protected by the General Data Protection Regulations 2018.

Please return this by 30th October 2026 and return to the Finance Office or Sixth Form office, bringing your supporting evidence with you. Applications may be submitted after that date and will be considered from any remaining funds.

Bursary Criteria

To qualify you must meet the ESFA's age and residency criteria in full. The bursary is paid to enable you to attend education with us and will only be paid if your attendance and behaviour meet the required standard.

I wish to apply for the following bursary (please tick)

Type A Bursary – Vulnerable students	
Type B Bursary – Discretionary – Household income up to £40,000	
Type C Bursary – Discretionary – Unique circumstances	

Section 1: Applicant Details

Full Name:			
Date of Birth		Age on 31/08/26	
Email address:			

Which subjects will you be studying?	
1	
2	
3	
4	

Section 2: Parent/Guardian Details

Full Name:		Relationship to Student	
Email address:			
Contact number(s):			

Section 3: Type A Enhanced Bursary Fund (known as Defined Vulnerable groups bursary)

You may be eligible for an Enhanced Bursary of up to £1200 a year if you fall into any of the defined vulnerable groups.

Please tick if any of the following apply to you. **You must include evidence with your application.**

Eligible Group	Evidence you will need to provide	Please tick
I am a student receiving Income Support or Universal Credit in my own name	Income Support or Universal Credit Statement Letter	
I am a care leaver	Letter from the Local Authority confirming your care status and financial need	
I am currently looked after in Local Authority Care (this includes Unaccompanied Asylum Seekers)	Letter from the Local Authority confirming your care status and financial need	
I am a disabled student receiving both Employment Support Allowance/Universal Credit and Disability Living Allowance/Personal Independence Payments	Financial statement showing that the applicant is receiving both ESA/Universal Credit and DLA/PIP	

Section 4: Type B Discretionary Bursary Scheme £40,000

You must include evidence with your application.

Eligible Evidence	What you will need to provide	Please Tick
Household Income	Wage slips (last 3 months), Self-employed earnings (most recent tax return)	
Universal Credit	All pages of the Award Notice (last 3 months) which can be printed from your online account, dated after 30 th June 2026	
Income Support/Job Seeker's/ Employment and Support Allowance/Guaranteed Element of State Pension Credit	All pages of the notification letter, dated after 30 th June 2026	

Section 5: Type C Discretionary Bursary Scheme

In addition to the above, please set out the reasons for your application below.

Examples of circumstances...

Section 6: Funding Needs

Please fill out the table below to outline how much funding you require to cover each cost, and the length of time you require the funding for, e.g. six months of transport. We will use the information provided in this section alongside the information outlined in sections three, four and five to determine the outcome of the application.

We do not expect you to have exact figures just estimations

	How much will you need £	How long for? (months)
Transport		
Books and equipment		
Clothing (Smart Friday)		
Lunches (if not already FSM)		
Trips		
Other (please specify)		

	Yes	No
Did you receive Free School Meals in Year 11, 12 or 13?		
Are you applying for Free School Meals in 6 th Form?		

Section 8: Student Bank Details

To receive payments, you must have a bank account in your own name that will accept BACS Payments.

Only in exceptional circumstances (when a student is in a vulnerable group and cannot manage their own funds) will payments be made into another person’s account.

Name on bank account:								
Bank name:								
Sort code:			-			-		
8-digit account number:								

Section 9: What happens next

Your application will be processed by the Finance team. If we require more evidence to process your application, we will contact you.

Applications can take up to 28 days to process and may take longer during busy periods of the year.

Once your application has been processed you will be notified via your school email address.

Bursary funds are limited, and we cannot guarantee funding for all students who apply and funds awarded may be withdrawn at any time if the fund limit is reached.

Your application will only apply for one school year and you will need to reapply for funding each year you study with us.

Section 10: Student Declaration

- ☐ I confirm I have read and understood the Bursary guidelines that were given to me with the application
- ☐ I confirm that the information on this form is true and accurate to the best of my knowledge – I have made this claim for support fully aware that any false statements can lead to withdrawal/refusal of any financial support.
- ☐ I understand that if I refuse to provide information which may be relevant to my claim, it may not be processed.
- ☐ I understand that the bursary payments may be withheld if I do not comply with School expectations on Attendance/Behaviour.
- ☐ When changes to my household financial circumstances occur, I confirm that I will notify the school immediately.
- ☐ I understand that funding I receive from the 16-19 Bursary Fund has been awarded to provide me with financial support to allow me to continue in education and is to be used for items such as: books, equipment, travel costs and some additional costs such as trips and miscellaneous course costs. If I leave education all financial support will stop and I may be required to pay this back.
- ☐ I understand that I do not have an automatic entitlement to funding which is based on the information I have provided.
- ☐ I understand that bursary funding will cover school term-time expenses only.
- ☐ I understand I have the right to appeal if I disagree with the outcome of my application by following the Appeals procedure outlined in the guidelines.
- ☐ I agree to my personal data, provided on my application form being used to process the bursary. I understand that this form will be securely kept for the current academic year plus 6 years, for audit purposes, in accordance with government directives.

Applicant Signature:	
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Date:	
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I consent to my personal data and household income evidence being used to assess my son/daughter/wards eligibility for the bursary. I understand that this form will be securely kept for the current academic year plus 6 years, for audit purposes, in accordance with government directives.

Parent/Guardian Signature:	
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Date:	
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Section 11: To be completed by the Finance Office

I have seen the evidence required for the full bursary and have placed copied on the student's files.	
Date of approval:	
Award approved / amount:	
Awarded by:	