The Dales School 16-19 Bursary Policy

The Dales School
North Yorkshire

Person responsible: Headteacher

Reviewed and approved by the Full Governing Body: October 26

Next Review Date: October 27

Signed……... **Date**: ……..

Summary
The 16-19 Bursary Fund provided financial support to help students overcome specific financial barriers to participation so they can remain in education.

There are 2 types of 16 to 19 bursaries:
1. Bursaries for defined vulnerable groups
2. Discretionary bursaries awarded using funding rules set by the Education and Skills Funding Agency (ESFA).

Bursary funding is to help eligible students with costs such as travel to and from school or college or buying essential books, equipment or specialist clothing (such as protective overalls, for example) that are required for their study programme. These are items the student would otherwise need to pay for to participate.

The Bursary Fund is not intended to provide learning support – services that you give to students, for example, counselling or mentoring – or to support extra-curricular or non-compulsory activities that are not essential to the students' study programme or to provide living costs support.

Aims
Our School aims to:
- Have clear and transparent processes for the use and allocation of 16 to 19 bursary funds
- Make clear to parents and students the type of support which is available and the means of applying for it

This policy will be published on the website, in addition easy to read information (Appendix A), will be made available.

Guidance
This policy is based on advice from the Education and Skills Funding Agency (ESFA)

Equality
This policy complies with the requirements of the Equality Act 2010 when setting the criteria and does not discriminate against the students, either directly or indirectly because of protected characteristics.

Roles and responsibilities
The Governing Body: The Governing Body has overall responsibility for approving the 16 to 19 bursary fund policy but has delegated management of this to the Headteacher. The Governing Body also has overall responsibility for monitoring the implementation of this policy.

The Headteacher: The Headteacher is responsible for ensuring staff are familiar with the 16 to 19 bursary fund policy, and that it is being applied consistently. The Headteacher will make the final decision on application of the policy.

Staff: Our admin staff are responsible for implementing the 16 to 19 bursary fund policy consistently.

Parents: Parents should complete an application form (appendix B) on behalf of their son/daughter notify staff or the headteacher of any concerns or queries regarding the 16 to 19 bursary fund policy.

Eligibility criteria
Age to be eligible: A student must be aged 16 or over but under 19 on 31 August 2026 to be eligible for help from the bursary fund in the 2026-2027 academic year.

Students aged 19 or over are not eligible for bursaries for **vulnerable groups**.

Students aged 19 or over are only eligible to receive a **discretionary bursary** if they are continuing on a study programme they began aged 16 to 18 (19+ continuers) or have an Education, Health and Care Plan (EHCP).

In exceptional circumstances where a pupil is under the age of 16 but are on funded 16 to 19 study programme at the School, School may use their discretion to pay bursaries to younger students. For example, where a student is following an accelerated study programme, however, the funding will not exceed the 3-year 6th form term of enrolment.

Passing the eligibility threshold for either bursary does not guarantee funding. The individual circumstance of all applicants, the funding available and the nature of the funding request will be considered. An eligibility checklist is contained within the application form.

Eligible education provision: The Dales School is an eligible education provision under the guidance issued by the ESFA.

Students are not eligible if:

- They are on an apprenticeship programme
- Are on any waged training

Assess actual needs

We must ensure we assess the actual needs of all individual students in addition to eligibility when awarding bursary funding. This means we must award each student support based on their actual participation needs, not make flat or fixed rate payments to students that does not reflect the actual costs they face. The requirement to assess actual needs each year continues to apply if we exercise discretion not to carry out household income assessments annually for the discretionary bursary.

Both types of bursary funding (discretionary and defined vulnerable groups) are designed to help students overcome the individual financial barriers to participation they face, and we must ensure funds go to those who genuinely need them. Students should only receive bursary funding to support the actual costs they incur to enable them to participate.

Residency: Students must meet the residency criteria in the ESFA funding regulations for post-16 provision.

Asylum seekers: Accompanied asylum seeking children (those under 18 with an adult relative or partner) and those aged 18 and above are entitled to education, but not to public funds. If they are destitute, they can apply to the Home Office (HO) for suitable housing and cash for essentials, but they are not eligible for other income.

If an asylum seeker has not had their application for asylum refused, The Dales School can provide in-kind student support such as books or equipment. Under no circumstances should an institution give cash to any asylum seeker unless they are an unaccompanied asylum-seeking child (UASC).

Unaccompanied asylum-seeking children:

- Are the responsibility of the local authority and are to be treated as ‘looked after’ children and are therefore eligible for a bursary for vulnerable groups.
- When these students reach 18, we will consider their immigration status. They will still be eligible for a bursary if the asylum claim is in their favour and will be treated as a ‘care leaver’ until they reach the upper age limit.

Application and allocation of bursaries
On receipt of the application and relevant evidence, the School Administrator will collate all applications in readiness for the Bursary panel to assess. The Bursary panel is made up by the Headteacher and the School Business Manager. The panel will assess all applications to ensure that funding meets demands holistically and make discretionary awards on a fair basis.

As a part of the process the panel will agree the amount of funding awarded to each application; how this will be paid, including any requirements to produce receipts and any specific terms, such as attendance that need to be applied as a condition of the application.

Of the total annual discretionary bursary budget allocation, 20% will be held back for in-year contingencies and 5% will be retained for administration purposes.

Awards will be made according to the following criteria:

1. Meeting the eligibility
2. Nature of the application – priority will always be given to essential curricular requests
3. The finances available within the fund
4. Exceptional unforeseen circumstances which would affect the learner's ability to participate in their programme of study.

The Dales School will ensure that they assess the actual financial needs of the individual student in addition to eligibility when awarding bursary funding to ensure that funding goes to those who actually needs the funding.

The deadline for submission of the discretionary bursary submission application and associated paperwork is 19th October. The household income set for 26/27 for eligibility for Discretionary Bursary has been set at £31,500. However, if when the panel meet to review applications and if they consider application numbers are low, the panel may review this eligibility figure and share this information with families to increase potential of further applications. A new deadline for applications would also be provided. Those initial applications will still be processed, but a higher contingency retained to support potential future applications. The awarding of bursary funds will follow the same criteria as detailed above.

In line with the ESFA guidance The Dales School may decide that although a young person may be eligible for a bursary because they are in one or more of the defined vulnerable groups, they do not have any actual financial need. This might be because their financial needs are already met and/or because they have no relevant costs and as such may refuse a student's application on this basis.

Also, in line with guidance, The School can pay a bursary to a vulnerable group student of more than £1,200 if the panel assesses they need extra help to remain in education. Any payments **over £1,200 must be paid from the discretionary bursary allocation**. If paid from discretionary bursary, all the eligibility criteria and usual assessment processes must be met and followed.

Please note that meeting the criteria for a bursary does not automatically mean funding will be given. There is no guarantee of an award; full, partial or no award based on the outcome of the panel assessment of the application. Nor should an allocation received one year, be expected to be met the same level in subsequent years.

Following the review, the School Administrator will communicate the outcome to each family, including the value of the award and any terms and conditions.

Conditions for the receipt of bursary payments
Payments are conditional on students maintaining regular attendance at The Dales School. We will consider the impact on attendance that might be caused by illness or other exceptional circumstances. Generally, an attendance level 85% or more will be required to receive payments for the Vulnerable Bursary or the financial benefits of criteria 2, 3 or 4 of the Discretionary Bursary.

All parents/carers are required to sign a declaration on behalf of the student confirming that they agree to these conditions. This evidence will be retained.

Payments can be withheld if a pupil does not meet agreed standards.

Payments will cease where a student has been absent for a period of 4 continuous weeks or more (excluding holidays) and where students have decided to withdraw from a study programme. Institutions can also take money back from students if they have not spent it for the reasons it was awarded to them.

If the School purchases books or equipment for a student, the conditions must specify if the student must return these at the end of their study programme so they can be used again by another student where appropriate. So, if an institution purchases equipment (eg a laptop) that is necessary for the student to complete their study programme, bursary funds can be used to purchase this however if must specify if the student must return it once they have completed their study programme. The school has the right to set as a condition that purchased equipment must be kept on site.

When a pupil leaves and does not plan to return their Bursary will stop from the date they leave.

We reserve the right to take back money from students where it is not spent for the reasons it was awarded.

We will consider the impact of such an action on the individual student before taking a final decision to do so.

We do not expect bursary payments to be paid into another person's account, except in exceptional circumstances where a student is unable to administer their own account. If the student cannot manage their own funds, the school will need to consider who will manage the bursary on the student's behalf. Generally, the school will promote independence and the requirement for the student to have an account in their own name; where this is not possible parents will need to explain the reason why on the application form and in some cases may become a condition of payment of the bursary.

Fraud
The Dales School is responsible for investigating instances of fraud relating to bursary fund applications. If we find evidence that misleading or fraudulent information has been knowingly submitted by a student or parent, resulting in the student receiving a bursary they were not entitled to, we will attempt to recover the overpayment from the student.
Where it has been identified that there has been significant fraud the School will report it to ESFA. Significant fraud involves one or more of the following:

- the amount of money is over £1,200
- the particulars of the fraud are novel, unusual, systemic or complex
- there is likely to be great public interest because of the nature of the fraud or the people involved

Confidentiality
The application process and associated paperwork that is submitted is confidential, and this is endorsed on application forms and promotional materials.

Managing complaints of appeals
Any student or parent who is unhappy with how the School has managed their application for bursary funding can ask for their application to be reviewed by the Bursary Panel. Following this, if they are still unhappy, they should follow the School's complaints procedure.

The School will manage the escalation of complaints about the bursary fund in the same way as any other complaint they may receive. At no point in the process will the circumstances of other bursary awards be discussed for reasons of confidentiality.

Documents required for audit
Copies of documents (hard or scanned) shall be retained for 6 years. Examples of documentation auditors expect to see include:

For the bursary for vulnerable groups:

- a copy of the funding claim sent to the DFE (Department of Education)
- evidence showing that the student is eligible, for example, a letter from DWP or the local authority or a copy of the student's online UC statement
- evidence of payments received from the DFE, for example bank statements and remittance advices
- a copy of the student's individual assessment of actual financial need
- receipts for purchases or in-kind support provided to the student, for example, bus pass, lunch receipts or book receipts

For the discretionary bursary:

- evidence used to assess eligibility and determine household income, such as P60's, self-employment accounts, wage slips, a letter from DWP, copies of online statements for UC
- a copy of the student's individual assessment of actual financial need, including the calculation that has determined the amount awarded
- receipts for purchases or in-kind support provided to the student, for example, bus pass, lunch receipts or book receipts
- evidence to support the value of any cash payments made to the student such as travel pass, bus tickets or meal deals.

Emergency meal support
The school has flexibility, for short-term arrangements to provide emergency meal support without undertaking household checks.

For audit purposes, school must retain a copy of:

- a record of the number of students supported in this way
- the number of days this support is given
- the £'s value of support given to each student along with the rationale for the meal support
- the signed confirmation by the student of receipt of funding to be spent on food that day, if actual spend receipts are not obtained

Monitoring arrangements: This policy will be reviewed every year in line with the latest ESFA guidance.

Vulnerable Bursaries

Bursaries for young people in defined vulnerable groups
Students who meet one of the following 4 criteria below, in addition to the above age and residency criteria, can apply for a bursary for vulnerable groups of **up to** £1,200 per year. We will look at individual cases for these students, based on needs. Students will only receive the amount they actually need to participate and not automatically receive £1,200 if they do not need the full amount. The defined vulnerable groups are students who are:

- In care (those who are privately fostered are not classed as looked after).
- Care leavers.
- Receiving Income Support (IS), or *Universal Credit (UC) 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.
- 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.

**Universal Credit - UC has replaced IS and ESA as well as other benefits, for new claimants. UC award notifications do not include any information on the benefits they replace. For this reason, the description of the bursaries for vulnerable group category that relates to receipt of UC or IS is that a student must be receiving UC in their own right because they are financially supporting themselves and anyone who is dependent on them and living with them, such as a child or partner.*

Definitions
'In care' is defined as: children looked after by a local authority on a voluntary basis (section 20 of the Children Act 1989) or under a care order (section 31 of the Children Act 1989). Section 22 of the Children Act 1989 defines the term 'looked after child'.
'Care leaver' is defined as:

- *A young person aged 16 and 17 who was previously looked after for a period of 13 weeks consecutively (or periods amounting to 13 weeks), which began after the age of 14 and ended after the age of 16, or*
- *A young person aged 18 or above who was looked after prior to becoming 18 for a period of 13 weeks consecutively (or periods of 13 weeks), which began after the age of 14 and ended after the age of 16)*

*A young person placed with a foster carer by the local authority, including where the foster carer is on the books of an independent fostering agency, **is classed as looked after**. They meet the criteria for the 'in care' vulnerable group if they have a financial need.*

A child who is privately fostered (in other words, a private arrangement is made between the parent and the person who will care for the child) is not classed as a looked after child and is not eligible for the bursary for vulnerable groups.

In some instances, a young person may have been in the care of the local authority and the care transferred to another party via a permanent form of fostering such as a Special Guardianship Order. In these circumstances, the young person is defined as having left care so is now a care leaver. They must meet the definition of a 'care leaver' in full (so, the period of weeks and age range set out above). If they do, they are eligible for help from the bursary for vulnerable groups, where they need financial support to participate.

We will obtain and retain the following proof of eligibility for vulnerable groups:

- For students who are in care or a care leaver, written confirmation of their current or previous looked-after status from the relevant local authority. The evidence could be a letter or an email but must be clearly from the local authority

- For students in receipt of Income Support or Universal Credit, a copy of their Income Support or Universal Credit award notice. This must clearly state that the claim is in the student's name/confirm they are entitled to the benefits in their own right. The evidence must not state any conditions that prevent them from participating in further education or training
- For students receiving UC/Employment and Support Allowance and Disability Living Allowance and Personal Independence Payments, a copy of their UC claim from DWP (UC claimants should be able to print off details of their award from their online account) and evidence of receipt of Disability Living Allowance or Personal Independence Payment.

For vulnerable bursary there is no deadline for application as the school can submit these to the DFE up to the **1st June** so whenever they identify and verify new students who meet the criteria a claim can be submitted. The Bursary panel will decide if how much to award and inform SBSS and the applicant of their decision.

The Bursary Panel may decide that although a young person may be eligible for a bursary because they are in one or more of the defined vulnerable groups, they do not have any actual financial need. This might be because their financial needs are already met and/or because they have no relevant costs and as such we can refuse a student's application on this basis.

The Dales School will retain a copy of the funding claims they submit to DFE and records of funding paid to them through the claims process. The portal is not intended to be a filing system for claims and The Dales will ensure they keep their own records outside the portal for future audit. This includes local authorities who will receive payment for claims made by, or on behalf of, maintained schools.

Discretionary Bursaries

Discretionary bursaries
In assessing an application for a discretionary bursary, we will consider:

- Level of household income/receipt of certain benefits listed below.
- Whether the student has additional needs that may mean they need extra help or will incur extra costs as a result of that need.

To assess household income, we will ask to see:

- Proof of benefits letters (for example Income Support, Income Based Jobseeker's Allowance, Income Related Employment and Support Allowance, guarantee element of Pension Credit
- Child tax credit award notifications
- Universal Credit award notices

We will consider addition requests where families are not in receipt of the above benefits/tax credits on a case-by-case basis.

Universal credit award notices – the school will ask for the 3 most recent monthly award statements. The take-home pay figure, in addition to the amount of UC after all the deductions, will give the total monthly income. By using the 3-month statements, it will provide a guide to the household income for a quarter of a year to enable the school to estimate assumed income for a full year.

The Dales School will manage the size of discretionary bursary awards to keep within the allocated budget. The School will also retain 20% of our allocation to support students who face exceptional circumstances during the year due to changes in their situation where it impacts on their ability to participate in education.

How we use the Discretionary bursary fund
Support is available to eligible students from the 16 to 19 bursary fund.

The fund is intended to support students aged 16 to 19 in overcoming specific barriers to participation so they can remain in education.

We use the fund to provide students with support where necessary to fund and weighted in according to the following:

1. Provision of a free School Meals (FSM) for those who are eligible as the school does not receive additional funding to meet those costs.
2. Educational visits that support the curriculum, residential visits and other course-related costs and trip contributions.
3. Specialist equipment needed for a student to be able to access the curriculum or to develop their independence in life skills (including equipment recommended by OT or physio).
4. Transport: full or partial termly BACS reimbursements to parents, depending on funds available. Evidence of payments made required.

As part of the application process, families will have the opportunity to have specific requests considered.

Application and allocation for Discretionary Bursary
Any family who feels that they fall in the eligibility criteria should complete an application form (appendix B) and return it to school by 19th October. If a family situation changes during the year later applications will be considered, but allocation of funding will be dependent on available emergency funds.

What the Bursary cannot be used for
The bursary fund is not intended to:

- provide learning support – services that institutions give to students – for example, counselling, mentoring or extra tutoring.
- support extra-curricular activities where these are not essential to the students' study programme.
- support general household incomes.

We are not permitted to use the bursary fund in any way that would give them a competitive advantage over other institutions. Examples include:

- fees for access to facilities in the institution
- block subsidy of the canteen
- block subsidy of transport, or support for travel for all students regardless of family incomes
- block provision of equipment, material or books
- making bonus payments to reward attendance or achievement
- payments to support students' general living costs

Payments are made using the following process:
Where possible we will pay for services or equipment needed directly as a school from the individual student's bursary allocation.

If this is not possible, we will reimburse parents or the young person by a BACS transfer into their bank account once proof of the expenditure (receipts, etc) has been received. **Any money to be spent by students/parents/carers and reimbursed must be agreed in advance.**

Receipt of bursary funding does not affect receipt of other means-tested benefits paid to families, such as IS, Jobseeker's Allowance, Child Benefit, Working Tax Credit, Housing Benefit or, generally, UC.

Appendix A: Information leaflet:

16-19 Bursary Fund 2026-2027

What is the 16-19 Bursary Fund?

The 16-19 Bursary provides financial support to help students overcome the specific financial barriers to participation they face so they can remain in education.

A student must be aged 16 or over but under 19 on 31 August 2026 to be eligible for help from the bursary fund in the 2026-2027 academic year. There are 2 types of 16-19 bursaries:

	Vulnerable Bursary	Discretionary Bursary
The types of references available:	A **Vulnerable Bursary** of up to £1,200 a year for young people in one of the defined vulnerable groups.	A **Discretionary Bursary** is awarded by school to support payment of individual educational needs. For example school meals, educational visits, essential books, equipment or specialist clothing.
What is required to qualify for the Bursary?	To receive a Vulnerable Bursary, you, **the student,** must meet one of the following criteria: • if you are in care or have recently left local authority care; or • receiving Income Support (IS) or Universal Credit (UC) because you are financially supporting yourself and someone who is dependent on you and living with you such as a child or partner; or • receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in your own right **as well as** Employment and Support Allowance (ESA) or Universal Credit in your own right.	To receive a Discretionary Bursary, you, **the student,** need to meet one of the following criteria: • if you are entitled to a free school meal or you have a sibling who has a free school meal; or • have a parent or carer in receipt of any of the following benefits: income support; tax credits; universal credits; or • if your household income, i.e. your parents/carers earnings are less than £31,500 a year
Would I need proof that I can claim for a Bursary?	Yes – please see application form for list of evidence requirements.	If you are entitled to a free school meal you do not need to do anything more than complete the declaration on the application form and submit the form for processing. Yes – please see application form for list of evidence requirements.
Is there a deadline for my application	These can be made up to 1st June	Yes; the 19th October, however, if your family financial situation changes during the year, there is a small contingency that allows for further applications.
How is the Bursary paid?	The Vulnerable Bursary will be paid into your **(the student's)** bank	The Discretionary Bursary can be used to pay for various things to

	Vulnerable Bursary	Discretionary Bursary
	account. School cannot pay your Bursary in cash or into someone else's bank account unless they look after your finances with/for you. If you do not already have your own bank account, you should explore opening one for your bursary to be paid into if your application is successful. We cannot make payments directly into Post Office accounts. Your bursary will be paid each week by school during term time providing that you are still attending school and that we do not have any concerns about your behaviour or attendance whilst in school.	support education and is often used to pay for things on your behalf; for example, on a letter informing you of an educational visit, it will state that if your son/daughter is in receipt of a Bursary, the cost of the trip will be paid for using the Bursary. In line with the DFE guidance, school will make bursary payments in-kind rather than cash eg vouchers, books or equipment. If you need specific kit or equipment, please add this to your application form, so that it can be considered.
I think that I qualify for a bursary, how do I apply?	Parents/Carers will need to complete an application form for their young person. All applicants need to provide a photocopy of any evidence at the time of submitting. Failure to do so may delay the processing of the application.	

Other Information

We hope that you have found this leaflet useful and that it has answered any questions you might have. If you need further information, the following link from the Department for Education may be of help:

https://www.gov.uk/guidance/advice-for-young-people-16-to-19-bursary-fund-guide.

Alternatively, you can contact Heidi Rolfe at School: telephone 01609 772932 or email finance@thedalesschool.org or the Post 16 Team at Harrogate who should be able to answer any questions you might have and assist you with your application. Post 16 Team at Harrogate: Post16@northyorks.gov.uk or telephone 01609 534953.

Our full Bursary policy is also published on our website; a hard copy of this is also available on request.

Please be assured that all the information you provide is treated in the strictest confidence. It is ONLY used to confirm eligibility for a Bursary.

If you have any concerns, please feel free to discuss them with School.

Appendix B – Bursary application form:

The Dales School 16-19 Bursary Scheme Application Form for academic year 2026-27

Please complete the form and return it to the school office with copies of the supporting evidence.

Student Details					For office use
First Name		Surname:			Student meets the education provision criteria Yes/No Student meets the residency criteria for post 16 provision Yes/No
Address:					
Have you the right of abode and been resident in the UK for the last 3 years?			Yes	No	

Bursary Criteria		For office use
To qualify you must be aged 16, 17 or 18 on 31 August 2026 and meet the EFA's residency criteria. The bursary is paid to enable you to attend training/education with us.		Student meets the age criteria (see policy for exceptions to this age) Yes/No
Please state age of student on 31st August 2026		

Vulnerable Bursary Criteria/application		For office use
To qualify you (the student) must fall into one of the below categories and produce the required evidence as stated.		Student falls within one of the defined vulnerable groups: Yes/No Evidence seen and retained Yes/No
Are you, **the student**, in receipt of Income Support or Universal Credit because you are financially supporting yourself? (Evidence required - Income Support or Universal Credit Statement Letter)	Yes No	
Care Leaver or currently looked after in care or unaccompanied asylum seeker? (Evidence required - letter from Local Authority)	Yes No	
Are you in receipt of Disability Living Allowance **or** Personal Independence Payments in your own right, **as well as** Employment and Support Allowance **or** Universal Credit in your own right? (Evidence required, financial statement showing **both** DLA/PIP and ESA/UC)	Yes No Yes No	Financial assessment carried out and the following bursary has been allocated: £ Associated criteria: 85%+ attendance
If claiming for Vulnerable Bursary please complete below.		
Purpose of claim e.g. transport or specific resources	Amount required	Award letter issued to student informing them of outcome sent Yes/No

Bank Details for Vulnerable Bursary Applications

Except in exceptional circumstances where a student is unable to administer their own account; we do not expect bursary payments to be paid into another person's account. The school will promote independence and the requirement for the student to have an account in their own name; where this is not possible parents will need to explain the reason why below and, in some cases, it may become a condition of payment of the bursary for them to hold their own account

Please provide your bank details below, as printed on your bank card or statement.

Account Holders Name:

Bank Name and Branch: _____

Account Number:

Sort Code:

Discretionary Bursary Criteria/application: Free School meals		For office use
Free School Meals Are you or your siblings in receipt of Free School Meals (FSM) – if you answer yes to this you do not need to provide any further information. Name of sibling(s):	Yes No	Priority 1: Eligibility confirmed: Yes/No

Discretionary Bursary Criteria/application: eligibility check	For office use
If you **do not** qualify for FSM, we will need to assess your household income to see if you qualify for a Discretionary Bursary. You may need the person responsible for the household bills to complete this section. If your **TOTAL** Household income exceeds **£31,500** per annum you may not be eligible for a Bursary payment.	Evidence below meets the school's bursary criteria and copies retained: Yes/No

Please tick to indicate what type of evidence you have provided for the household members and ensure it is dated within the last 3 months where applicable. If you cannot provide evidence, then we cannot process your application for bursary payments.

Copies of documents included with this application ✓	Type of document	Please detail the amount received	
		Person 1: Amount	Person 2: Amount
	If you are working, please provide evidence of your income by providing copies of P60 for tax year 2026/2027, or Wage slips for household (month 12 or week 52 – March 2026)		
	Self-employed earnings (official tax return)		
	Income Support/Universal Credit (award letter)		
	Working/Child Tax Credit – Full award notice for full year		
	Child Benefit (award letter)		
	Disability Living Allowance or Personal Independence Payments		
	Housing Benefit		
	Carer's Allowance		
	Grants or Bursaries		
	Any other benefits – please specify		
	Any other income/pension – please specify		
Total annual income			

Household members	**Person 1**	**Person 2**
First name		
Surname		
Relationship to learner		
Telephone number		
Email		

As per the Bursary Policy, the discretionary bursary can be used to fund

1. Provision of a free School Meals (FSM) for those who are eligible as the school does not receive additional funding to meet those costs.
2. Educational visits that support the curriculum, residential visits and other course-related costs and trip contributions.

3. Specialist equipment needed for a student to be able to access the curriculum or to develop their independence in life skills (including equipment recommended by OT or physio).
4. Transport: full or partial termly BACS reimbursements to parents, depending on funds available. Evidence of payments made required.

Please indicate below, subject to funding where you feel that your young person may benefit from additional financial support:

DECLARATION

- I declare that the information on this form is true and accurate to the best of my knowledge
- I have read and understand the 16-19 Bursary Fund information provided with this application. I have made this claim for Bursary payment, fully aware that any false statements can lead to withdrawal/refusal of any financial support and may leave me open to prosecution.
- I understand that if I refuse to provide information which may be relevant to my claim, the Application will not be accepted.
- I understand that monies I receive under the Bursary Scheme will be paid on condition of standards of attendance and behaviour.
- I will attend regularly and complete the course for which the bursary has been provided.
- When financial changes to my household occur, which may result in changes to my claim, I confirm will notify the school immediately.
- I understand that monies I receive under the Bursary Scheme have been awarded to provide me with financial support to allow me to continue in education, and if I leave education all financial support will stop.
- I understand that I do not have an automatic entitlement to Bursary payments, and all payments are based on the information I have provided.
- I am clear that the Bursary payments I receive are to provide me with means to remain in education.
- Any equipment provided will remain the property of the school and should be returned in good condition at the end of the course.
- I understand I have the right to appeal if I disagree with the outcome of my Bursary Application. This appeal should be made to Business Manager at the school.
- I am aware that the funding covers only this school year and that I must re-apply next year.

Applicant Signature: **Date:**

Signature of Person in Charge of Household Income: **Date:**