



## 16 to 19 Bursary Fund Application Form

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

<b>Students name</b>	
<b>Date of birth</b>	
<b>Person completing the forms name</b>	
<b>Relationship to student</b>	
<b>Academic year for which you are applying?</b>	

### Bursary & Evidence

<b>I am applying for the Vulnerable Pupils' Bursary of up to £1200 per annum</b>		
<b>Vulnerable pupils' bursary</b>	<b>Tick</b>	<b>Supporting documents required</b>
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"> <li>Income Support or Universal Credit</li> <li>Tenancy Agreement</li> </ul>
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"> <li>Disability Living Allowance or Personal Independence Payments</li> <li>Employment and Support Allowance or Universal Credit</li> </ul>

<b>I am applying for a Discretionary Bursary</b>		
<b>Discretionary bursary</b>	<b>Tick</b>	<b>Supporting documents required</b>
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: Copies of... <ul style="list-style-type: none"> <li>benefits paperwork</li> <li>Universal Credit Award Notice</li> <li>P60 (for the last financial year) or the last 3 months pay slips</li> <li>evidence of self-employed earnings (certified accounts for the last financial year)</li> </ul>
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 tick below what costs you would like assistance with. Please give as much detail as possible; do not worry if you do not know the exact costs, but do let us know what period of time you would like help for e.g. if looking for support with Transport, is this for the whole year or for one term only.

✓	Expense	Notes/Comments	Amount Requested
	School Transport		£
	School Meals		£
	Snack and Cooking		£
	Communication Aids/iPad/Other <i>*See note below</i>		£
	Trips and Activities		£
	Other Costs (Please Specify)		£
	<b>TOTAL AMOUNT REQUESTED</b>		£

- Equipment which is purchased with the bursary remains the property of the school and must be returned at the end of the period of study. Communication aids and iPads are for use within school only.
- No items will be purchased or reimbursements authorised unless a request has been made in writing.
- If you need help completing this form please contact your young person's class teacher.

## Declarations

I declare that all information and evidence that I have provided is correct and complete to the best of my knowledge. I will notify the School Office of any change of circumstances. 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.

Signed Parent/Carer

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 or email to [finance@ellentinkham.devon.sch.uk](mailto:finance@ellentinkham.devon.sch.uk).

**For office use only**

Date Received:

Date Heard:

Application Approved Yes / No / Partial

Amount agreed:

Justification for award/Notes: \_\_\_\_\_

Signed:

PRINT NAME:

Position: