



16-19 Bursary Fund application form 2023/2024

SECTION ONE: STUDENT PERSONAL DETAILS

Full name		
Age		
Date of birth		
Home address		
Home phone number		
Mobile phone number		
Email address		
Which site are you enrolled at?	Leek High School	Westwood College

SECTION TWO: STUDENT HOUSEHOLD DETAILS (PARENTS/GUARDIANS/PARTNERS)

Please only include details of the people that you live with

Information required	Adult 1 (Primary contact)		
Full name			
Relationship to student			
Mobile phone number			
Email address			
Information required	Adult 2	Adult 3	Adult 4
Full name			
Relationship to student			



SECTION THREE: VULNERABLE BURSARY
This information relates to the student only

Information required			Evidence required
Are you in care, or a recent care leaver?	Yes	No	Copy of a letter received from your care home, social worker, local authority
Are you receiving Income Support or Universal Credit as a result of supporting yourself financially or supporting someone dependant on you and living with you (such as a partner or child)?	Yes	No	Income Support - copy of the award notice Universal Credit – copy of UC award notice from the previous 3 months
Are you receiving Disability Living Allowance or Personal Independence Payments in your own right, as well as either Employment Support Allowance or Universal Credit?	Yes	No	Disability Living Allowance/Personal Independence Payments – evidence of receipt Employment Support Allowance/ Universal Credit - copy of award notice from the previous 3 months
<p>If you have answered “Yes” to any one of the above questions, please provide a copy of the evidence required with this completed form.</p> <p>You do not need to complete section four, please continue to section five.</p>			

SECTION FOUR: DISCRETIONARY BURSARY

Information required			Evidence required
Is annual household income below £27,500? <i>(Household income is the combined income of parents/guardians and partners living in the household, it does not include income earned by siblings of the student who are working, or income earned by the student themselves)</i>	Yes	No	Copy of one of the following documents: <ul style="list-style-type: none"> - Receipt of benefits - Most recent P60 (2022/2023) - Tax credits award notice - Evidence of self-employment income - Last 3 months payslips - Other, please specify below: <hr/>
Are you entitled to free school meals?	Yes	No	



SECTION FIVE: FUNDING NEEDS

Category 1: Travel to/from site

Method of transport	Car	Bus	Taxi	Other
If bus, please give details of the bus routes and operator name				
If car, please confirm whether the car is your own and you are the driver, or your parents/guardians drop you off				
If taxi, please confirm the cost of each journey				
If other, please specify (including cost)				

Category 2: Subject specific costs

	Subject 1		Subject 2		Subject 3		Subject 4	
Course name								
Is stationery required?	Yes	No	Yes	No	Yes	No	Yes	No
Are any books required? (study materials/revision guides)	Yes	No	Yes	No	Yes	No	Yes	No
If known, please specify which ones (if not known, we will approach your tutor)								
Are any subject specific materials/clothing required?	Yes	No	Yes	No	Yes	No	Yes	No
If yes, please specify (e.g. lab coat for science/art materials)								
Do you wish to attend any planned educational visits that are required by the examination board?	Yes	No	Yes	No	Yes	No	Yes	No

Category 3: Other costs

Do you wish to attend any university open day trips arranged by the college?	Yes		No	
Please specify any other support required (for example, food, exam re-sits, industry placements):				



SECTION SIX: BANK DETAILS

Bank account holder name <i>(All bursary payments must be made into a bank account set up in the name of the student unless in exceptional circumstances)</i>	
Sort code	
Account number	
Name of bank	
Address of bank	

SECTION SEVEN: IMPORTANT INFORMATION

Dates for submitting application	All applications should be submitted to the Head of Sixth Form by 30 September 2023 in order to enable us to assess demand and distribute discretionary awards fairly. The academy will not, however, implement a cut-off date for applications, in recognition that some needs may arise throughout the academic year. Students and parents/guardians should note that we review the bursaries and assess financial need every year.
Attendance and behaviour	All students who are successful in being awarded a bursary are agreeing to adhere to the academy's Attendance and Behaviour Policies (available on the website). You must have a minimum attendance of 90% to continue to be eligible for the bursary. Authorised absences will not affect your eligibility. Where there are concerns regarding a student's attendance or behaviour, the academy will discuss the issue with the student and consider individual exceptional circumstances before withholding any payments. Suspension of the bursary will not occur to the extent a student's ability to attend education is undermined.
Providing false information	Students and their parents/guardians should be aware that providing false or incomplete information that leads to incorrect payments or overpayment may result in a referral to the police with the possibility of the student and/or their family facing prosecution. If evidence is identified that misleading/fraudulent information has been supplied, the academy will stop any further payments and will attempt to recover any payments already provided to the student.
Confidentiality	All data provided will be handled confidentially and stored securely in line with the Talentum learning Trust's GDPR and Data Protection Policy (available on the Trust website). Your information, eligibility, or application will not be shared with other students/parties unless necessary for the application.



SECTION EIGHT: DECLARATION

I confirm that all information provided in this 16-19 bursary application is accurate and correct. I understand that any incorrect information provided will lead to the rejection of this application, as well as the recovery of any overpayments. I understand that any awarded bursary may be suspended if my attendance rate falls below 90% or my behaviour is identified as a concern. If any information presented in this form changes, I will inform the Head of Sixth Form in writing within one week of the change to ensure funding is allocated appropriately.

Information required	Student	Parent/Guardian
Name		
Signature		
Date		

In the event of high demand, funding will be allocated based on priority need.



SECTION NINE: BURSARY AWARD DECISION (OFFICE USE ONLY)

Date application received			
Date of bursary review			
Review completed by			
Has all evidence been retained and stored in student file?	Yes	No	
Has the 'assessment of the student's financial need' checklist been completed?	Yes	No	
Has the student's application been accepted or declined?	Accepted	Declined	
Reason for being accepted or declined			
If any, which bursary has been awarded?	Vulnerable	Discretionary	None awarded
If any, what is the value of the bursary that has been awarded?			
If the application has been accepted, has the ESFA's '16 to 19 Bursary Fund checklist' been completed?	Yes	No	