

ELIGIBLE STUDENTS



1

- 1.Designated vulnerable groups
- 2.Others facing financial hardship

HOW NEED IS ASSESSED



2

Household income, personal circumstances & individual need are considered

HOW TO APPLY



3

Fill in a form & provide
*evidence of household income

*not needed if you get free school meals, or received bursary last year

HOW WE HELP



4

Confidential chat to discuss specific needs/costs & check evidence of household income

PAYMENT



5

Breakdown of bursary-funded items emailed

Funds paid into student's bank account

CLAIMED BURSARY LAST YEAR?

CONFIRM YOUR HOUSEHOLD CIRCUMSTANCES HAVE NOT CHANGED

& RE-SUBMIT YOUR BANK DETAILS ON PAGE 2

DO YOU QUALIFY FOR GROUP 1 OR GROUP 2?

GROUP 1 BURSARY STUDENTS IN DEFINED VULNERABLE GROUPS



You may be eligible for up to £1200, depending upon your circumstances & benefits, if:

You are in care or are a care leaver.
You receive means tested benefits in your own right & financially support yourself.

GROUP 2 BURSARY DISCRETIONARY



You may be eligible if you are struggling to pay for education-related costs.

We are keen to hear from all students who currently get **free school meals** or with a **household** income less than £27,000 per year.

APPLICATION CRITERIA FOR STUDENTS



Aged 16 to 19 on 31 August 2025

Have the right of abode & been resident in the UK for the last three years

IMPORTANT



Bursary funding does not affect receipt of other means-tested benefits paid to families.

A STUDENT'S GUIDE

YOU CAN APPLY AT ANY TIME IN THE YEAR



1

NEEDS/COSTS

Examples: public transports costs for travel to school, equipment, books, laptop loan & more



2

PAYMENT

Paid into your bank account



3

NEED MORE?

New costs?
You can request extra funds at any time

Name	
Year & Form	

Which bursary are you applying for? (please circle)

Group 1 - Vulnerable groups

OR

Group 2 – Discretionary

If you received bursary during Year 12 – go straight to **2**

If applying for the **Group 1 – Vulnerable groups bursary**, provide the following evidence to show...

You are in care or a care leaver	Letter from local authority	
You receive means tested benefits in your own right & financially support yourself	Last 3 months online award statements or award letters	
<i>We accept photocopies or screen shots</i>		

If applying for the **Group 2 – Discretionary bursary**, are you receiving free school meals Yes / No

If Yes, go straight to **2**

If No, provide the following evidence

Number of dependent children living in the household		Number	
Your household income for April 2025 - March 2026 is less than £27,000 OR Your parent/carer is in receipt of Universal Credit (or Child Tax Credit or Working Tax Credit)		Last 3 months online award statements or award letters OR P60 OR last 3 wage slips OR self-employed accounts OR recent DWP letter	
List all other <u>household</u> benefits received			
Adult 1		Last 3 months online award statements or award letters	
Adult 2			
Student only			
<i>We accept photocopies or screen shots</i>			

Your Bank Details

Bursary payments are paid into a student's bank account.

Bank or building society								
Account name (as appears on the bank card)								
Sort code	<div style="text-align: center;">— —</div>							
Account number								

Declaration

The evidence provided is correct and complete to the best of my knowledge and belief. I understand that:

- False or incomplete information leading to incorrect/overpayment can result in future payments being stopped, incorrect funds being recovered and potential referral to the police.
- Payment is dependent upon good attendance (96% unless in exceptional circumstances), attitude and work. Payment can be withheld if key standards are not met.
- Payment relates to term-time only.
- Some awards will be 'in kind', e.g., by school purchasing on behalf of the student.
- I must notify school of any bank detail updates.
- I must notify school of any changes to household financial circumstances which may affect a claim, including no longer qualifying for free school meals.
- I can make additional claims for bursary funding throughout the year.
- Household circumstances have not changed (if I am a Year 13 student who received bursary payments in Year 12).

The information on this form is true and accurate to the best of my knowledge.

Student's name and form (block capitals)	
Signature	
Date	

Name	
Year & Form	

Use this page to start a list of what actual costs/expenses you are considering claiming.

Bring this paperwork plus financial evidence to a member of the Sixth Form Team.

We check the claim meets your personal need and adhere to our guidelines.

Potential expenses	Actual costs & details	Cost
Textbooks & revision guides		
Other equipment & materials		
Stationery supplies		
(Public) transport (to school in term time)		
School clothing		
Laptop loan	Yes / No (Yr 13 – legacy loan)	In kind
(Public transport) for interviews/Open Days		
Course/field trips	<i>Funds paid direct to school</i>	
Emergency accommodation or emergency meal support (timetabled days £2.70/day)		
Yr 13 - UCAS application fee		
Other costs (specify)		
Total amount requested		£

School Use Only

Meeting date	Staff
Free school meals	Yes/ No
Financial assessment and eligibility confirmed	Yes / No
Application supported	Yes / No
Comments	Cash / In kind / Other / None
Payment authorised	To student £
	Reimburse school £
Signed	Date