16-19 Bursary fund application form 2026-2027

Please complete and return the form, with your supporting evidence, to Mrs Levey by 15 November 2026. Applications made after this date will only be considered if sufficient funds are available.

All information you provide will be strictly confidential and retained until you leave the school.

Surname:		**First Name:**
Address:		
Email:		**Postcode:**
Age:		**Year group:**
What subjects are you studying?		

Section 1: Bursary eligibility
A 16-19 bursary is paid to help you overcome financial barriers that may prevent you from participating in education. If you are awarded a bursary, you must meet the required standards for attendance and behaviour. To be eligible for a bursary in 2026-27 you must: • meet the Education and Skills Funding Agency's UK residency criteria (Post 16 Funding Regulations 2026-27, para 38-41) • be aged 16, 17 or 18 on 31 August 2026, or be aged 19 or over and have an Education, Health and Care Plan (EHCP) • be in state-funded education provision

Do you have the right of abode in the UK and been resident here for the last three years?	**Yes**		**No**	

Section 2: Vulnerable bursary criteria				
A vulnerable bursary is worth up to £1,200 per year depending on individual needs. You may be entitled to receive a vulnerable bursary if you are in one of the defined vulnerable groups. Please provide appropriate evidence for each relevant category. Examples of suitable evidence are provided at the end of this form.				
Are you in local authority care or recently left care?	**Yes**		**No**	
Are you an unaccompanied asylum seeker?	**Yes**		**No**	
Are you receiving Income Support or Universal Credit because you are financially supporting yourself or someone who is dependent on you and living with you (such as a child or partner)	**Yes**		**No**	
Are you receiving Disability Living Allowance (DLA) or Personal Independence Payments in your own name **and** either Employment and Support Allowance (ESA) or Universal Credit?	**Yes**		**No**	

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Section 3: Discretionary bursary criteria				
The amount of a discretionary bursary is based on your specific needs and may vary from person to person. Discretionary bursaries are subject to availability of funds and may be given in kind rather than as a cash payment. To be considered for a discretionary bursary, you must answer 'yes' to at least one of the following criteria and provide supporting evidence. Examples of suitable evidence are provided at the end of this form. If you received a bursary in 2025/26 and your household circumstances have not changed, you do not need to provide additional evidence. **Applications may be considered from students facing financial hardship but who do not meet the discretionary bursary eligibility criteria**.				
Did you receive a 16-19 bursary in 2025/26? *If 'yes', go to next question, if 'no' go to Section 3A*	**Yes**		**No**	
Have your household circumstances changed since you last applied for a bursary? *If 'yes', go to Section 3A , otherwise go to Section 4*	**Yes**		**No**	

Section 3A: Evidence of financial hardship				
Are you currently receiving free school meals or were entitled to receive them in Year 11 or Year 12?	**Yes**		**No**	
Are you a young parent or young carer?	**Yes**		**No**	
What was the combined total annual income of all household members in the year ending 5 April 2026? Please provide evidence.	**£**			
Please provide below any additional information you would like to be considered as part of your application:				
Students will normally be eligible for bursaries where total annual household income is below £24,000. Please indicate what evidence of household income you have submitted in support of your application. If you do not provide evidence we cannot process your application.				

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P60 (for all earners in the household) for 2025-2026		Tax return for 2025-2026 with evidence of earnings		Salary slips (3 most recent) for all earners	
Income Support (IS) /Universal Credit award letter (UC)		Tax credit award notice confirming household income		Copy of entitlement to means-tested state benefit	
3 most recent monthly award statements for IS / UC		3 most recent monthly bank statements		Other (*please specify*)	
Other (*please specify*)		Other (*please specify*)		Other (*please specify*)	

Section 4: Financial assistance requested

The amount of financial assistance you receive is based on your individual circumstances and needs. **You must provide details of the items you need financial assistance for and the actual or estimated cost**.

Please be aware that bursary funding cannot be used for learning support provided by external individuals or institutions (eg. counselling or tutoring), general household expenses, or activities which are not essential to students' learning

Category	***Description of needs***	**Cost £**
Travel costs (eg bus pass)		
Specialist clothing linked to your courses		
Equipment and materials		
Text books		
IT equipment		
Travel to university / job interviews and open days		
Other:		
Other:		
Other:		

Bursary applications will be assessed by a 16-19 Bursary Application Panel consisting of the Finance and Business Director and the Assistant Head in charge of Sixth Form. Students will be notified of the outcome within four weeks of the application deadline.

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Section 5: Bank details

Bursary awards will normally be made as a reimbursement of expenses following submission of receipts evidencing the expenses incurred. Payments will be by BACS transfer to a personal bank account **in the name of the student**. Bursary awards may also be made in kind.

Bank account details

Account name:

Sort code: ☐☐ - ☐☐ - ☐☐

Account number: ☐☐☐☐☐☐☐☐

Section 6: Student Declaration

- I declare that the information on this form is true and accurate to the best of my knowledge. I am fully aware that giving false information that leads to incorrect / overpayment may result in future payments being stopped and any incorrectly paid funds being recovered. This may also result in me or my family facing prosecution.
- I have submitted appropriate supporting evidence and 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 only be paid on condition of meeting termly punctuality and attendance targets and the school's expectations with regard to conduct and quality of work. Failure to meet these targets and expectations may result in the withdrawal of bursary payments.
- I will notify Denefield of any changes in my financial or personal circumstances that may affect my claim for a bursary.
- I will notify Denefield immediately of any changes to my bank/building society details.
- I understand that monies I receive under the bursary scheme have been awarded to allow me to continue in education and should only be spent on the items listed in the award letter. I understand that if I leave school 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 understand I have the right to appeal if I disagree with the outcome of my bursary application. This appeal should be made to the school in writing, but if I feel I have not been treated fairly, I can follow the complaints procedure.
- I understand that a new application must be completed for each year of study.

I confirm that:

- **the information I have given in this application is accurate to the best of my knowledge**
- **I have read the 'Denefield 16-19 Bursary Fund policy' available on the school website**
- **I agree to abide by the conditions of this application.**

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Signature:	**Date:**
Name (block capitals):	
Year group and tutor group:	

Office use only

Name of claimant:					
Date received:					
Approved:	Yes		No		Date approved:
Amount approved:	£		BACS payment / in kind?		
Date Confirmation letter sent:					

Examples of supporting evidence for 16-19 Bursary Fund Application

The following documents may be used as evidence to support your application.

Vulnerable bursary

Eligibility criteria	Evidence
In care or a care leaver	Written confirmation of the student's current or previous looked-after status from the relevant local authority Evidence from School records
Students in receipt of Income Support or Universal Credit (UC)	Income Support or UC award notice. This must clearly state that the claim is in the student's name or confirm they are entitled to the benefits in their own right. For students in receipt of UC, also a document such as a tenancy agreement in the student's name, a child benefit receipt, or a birth certificate of a child of the bursary applicant, utility bills etc.
Students in receipt UC/Employment and Support Allowance and Disability Living Allowance and Personal Independence Payments	UC claim from DWP. Evidence of receipt of DLA or PIP must also be provided

Discretionary bursary

Eligibility criteria	Evidence
Entitlement to Free School Meals	Confirmation from the Local Authority of entitlement to Free School Meals (FSM)
Household income (Household income can be used in conjunction with other factors, such as distance to travel to Denefield and the number of dependent children in the household, to help establish actual need).	• Entitlement to means-tested state benefits such as: • Tax Credit Award Notice confirming household income of less than £24,000 • 3 most recent monthly award statements for Universal Credit UC showing 'take-home pay' **and** amount of UC after deduction (monthly total is the sum of these two amounts) • Income Support award statements • Other benefit award statements • P60 form for year ending 31 March 2026 showing parental annual earnings • Official tax return for year ending 31 March 2026 showing evidence of earnings • Monthly salary slips of all household earners (3 most recent months) • Monthly bank statements of household earners (3 most recent months
Young parent or young carer status	Confirmation letter / email

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