

Whickham School
2025-2026 Sixth Form Bursary Fund Application Form



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

There are 2 types of 16 to 19 bursaries:

- Bursaries for defined vulnerable groups
- Discretionary bursaries

Both types of bursary funding are to help eligible students with essential costs of participating, such as travel to and from school or to buy essential books or equipment that are required for their study programme. These are items a student would otherwise need to pay for to participate.

Payment of bursaries is dependent on attendance, behaviour and completion of work, all of which are regularly monitored by Heads of Year.

NAME OF STUDENT	TUTOR GROUP	DATE OF BIRTH

ADDRESS	
HOME PHONE	
MOBILE PHONE	
E-MAIL	

ELIGIBILITY

Please the bursary type that you are applying for. Please note that you will need to provide evidence to support your claim.

- Bursary for defined vulnerable groups**

Please tick the defined vulnerable group criteria you meet:

- in care
- 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 (DLA) or Personal Independence Payments (PIP) in their own right, as well as Employment and Support Allowance (ESA) or UC in their own right

Evidence of eligibility (Must provide to the finance office)

- Written confirmation of current or previous looked-after status from the relevant local authority – this is the local authority that looks after you or provides your leaving care services. The evidence could be a letter or an email, but must be clearly from the local authority.
- For students in receipt of UC or IS, a copy of your UC or IS award notice
- For students receiving UC/ESA and DLA and PIP, a copy of your UC award notice from DWP and evidence of receipt of DLA or PIP.

Discretionary bursary

The discretionary bursary is focused on funding students who are most in need of financial support. We use household income to help establish which students are eligible for the discretionary bursary before confirming the actual amount of support a student may need. Wider factors will be considered on an individual basis.

Failure to disclose key information or accurate evidence during the application process can result in delayed or withdrawn funding.

Evidence of eligibility (Must provide to the finance office)

- Currently meet the criteria for Free School Meals - School can evidence this.
- Household income of £25,000 or lower - Provide evidence from a P60, tax credits statement for each parent/carer living in your household, self-employment accounts, a letter from DWP or wage slips.
- Additional evidence, as requested.

If you have applied for a **vulnerable groups bursary**, you **MAY** be eligible for bursary fund payments. For this reason, complete your bank details below. You are not required to complete the section below if you have applied for a **discretionary bursary**.

BANK DETAILS - We will only pay money into a bank account in the name of the student.

FULL NAME OF ACCOUNT HOLDER	
NAME OF BANK/BUILDING SOCIETY	
BRANCH	
SORT CODE	
ACCOUNT NUMBER	

If you are assessed as being eligible for either type of bursary, you will need to sign a bursary agreement to before any support is provided.

Applicant's signature:

Date:

APPLICATION ASSESSMENT

Application supported (Finance office only)

Supporting comments/reason for rejection

Evidence checked? (Finance Office only)

Summarise evidence seen:

AUTHORISATION

Head of Sixth Form:

Date:

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(Form checked and complete)