



# Coombe Wood School

## APPLICATION FOR 16-19 BURSARY FUNDS 2025 - 2026

Students must read the 16 – 19 Bursary Fund Policy before completing this form. Students should complete their own form. Should you have any questions please speak to the Finance Officer.

PART 1: Student Details	
Surname:	Forename:
Date of Birth:	Age on 1 <sup>st</sup> September 2023:
Address:	
Postcode:	
Home Telephone:	Mobile:
Email:	

PART 2 : Student Status (Please answer 'Yes' or 'No' to all questions)		
Live with parents who are responsible for you	<input type="checkbox"/> Yes (Go to PART 3)	<input type="checkbox"/> No
Live with Carers/Guardians who have responsibility for you	<input type="checkbox"/> Yes( Go to PART 3)	<input type="checkbox"/> No
Are you in care of a Local Authority?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you a recent care leaver?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you receiving Income Support or Universal Credit as a result of supporting yourself financially or someone dependent on you and living with you, such as a child or partner?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you receiving Disability Living Allowance or Personal Independence Payments in your own right, as well as either Employment Support Allowance (ESA) or Universal Credit?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

PLEASE SEE APPENDIX 1.

Not providing the correct evidence will delay the process of your application. Should you need further assistance please contact the Finance Officer by emailing [accounts@wcgs.foliotrust.uk](mailto:accounts@wcgs.foliotrust.uk)

PART 3: I/We are the adult(s) mainly responsible for the young person applying to the fund (Applying for Discretionary Bursary Fund), Please answer YES or NO		
	Adult 1	Adult 2
Surname/Family Name		
First Name		
Relationship to applicant		
Are you a single parent?		
Do you have other dependents? If yes how many dependents?		
Is the applicant in receipt of Free School Meals?		
Is your gross household income less than £16,190?		
Is your gross household income in between £16,190 - £20,817?		
Is your gross household income in between £20,817 - £25,521?		
Parent's email address		
Parent's signature		

PART 4: Household Income (include all adults income). State whether annual or monthly amount	Adult 1 £	Adult 2 £
Total earnings from PAYE employment		
Total value of any benefits in kind from employer (company car, fuel etc.)		
Income from savings and investments		
Total income from self-employment		
Universal Credit		
Working Tax Credit		
Child Tax Credit		
Child Benefit		
Child Maintenance		
Income from property e.g. rental income		
Trusts, settlements, estates		
Pensions		
Foreign Income		
TOTAL		

PART 5: Funding Requirements		
You may be entitled to some of the items below to support learning in the Sixth Form. Please state your reason next to those items where you wish to apply for support.		
Item	Cost	Reason
The loan of a Chromebook/ graphical calculator		

School meal provision		
Funding for trips'		
Purchasing text books		
Specialist clothing required for the course		
Specialist equipment needed for the course		
Travel cost to school.		How many miles do you live from the school? Have you checked your Local Authority's travel responsibility?
University open days/ interviews at University		
Other – please state		

Careful consideration will be given to your requests and if the items are relevant to supporting you in your studies for this academic year.

Please add here any further information to support your application. Please attach any additional A4 papers use to support to your application at the back of your application form.

Declaration		
<p>I/We declare that the information we have given in support of this application is correct and complete to the best of my/our knowledge and belief.</p> <p>I/We understand that this information will not be shared with third party organisations.</p> <p>I/We understand that non-attendance and compliance with the School's code of conduct may result in loss of financial support.</p>		
Applicant Name		Signature:
Parent/Carer Name		Signature:
Parent/Carer Name		Signature:
Date		

Please complete your bank details below and return this form together with all documentations to the Finance officer. Payment can only be made to a student's personal bank account as previously advised and is a condition of the Bursary payment.

Student's Bank or building society details	
Name of branch:	
Address of branch:	
Name of account holder:	
Account number:	
Sort code:	

#### Maintaining confidentiality

Any information given to the School will only be used for the purpose of processing the student's application for a 16-19 bursary. Their information, eligibility or application (whether successful or not) will not be shared with other students or staff members. Where we deem it necessary to share this information, we will only do so with the student's consent, unless the law permits us to do so without. We understand the need for maintaining confidentiality and appreciate that applications for the bursary are sensitive.

The School has the duty to protect public funds that are handled by the school. The information provided in this form may be used to prevent and detect fraud. For the same reason, the information provided may be shared with third party organisations who handle public money. The student will be informed if their information is being shared, in accordance with the GDPR. The information will be held in accordance with storage requirements defined by the GDPR and will be held for as long as necessary.

## For office use only

Fill in the table below as applicable and use the eligibility checklist to outline whether sufficient evidence has been received to support the student's application.

For office use only		
Date received:		
Completed by (name):		
Date of bursary review:		
Has the student's application been accepted or declined?		
Which bursary has been approved?		
Reason for application being accepted or declined:		
Is evidence present?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Eligibility checklist</b>		
<b>Vulnerable bursaries only</b>		
<b>In care or care leaver</b>		
Written confirmation of current or previous LAC status from relevant LA	<input type="checkbox"/>	
<b>In receipt of Income Support</b>		
Copy of Income Support award notice – this includes evidence that the student is entitled to the benefit in their own right and confirms that the student can be in FE	<input type="checkbox"/>	
<b>In receipt of Universal Credit</b>		
Copies of the Universal Credit Award notice from the last <u>three months</u> – this includes evidence that the student is entitled to the benefit in their own right	<input type="checkbox"/>	
Confirmation of the student's independent status, e.g. a tenancy agreement in the student's name, a Child Benefit receipt, a child's birth certificate or utility bills	<input type="checkbox"/>	
<b>In receipt of Universal Credit or ESA and Disability Living Allowance or Personal Independence Payments</b>		
A copy of the Universal Credit or ESA award from DWP	<input type="checkbox"/>	
Evidence of receipt of Disability Living Allowance or Personal Independence Payment	<input type="checkbox"/>	
<b>Discretionary bursaries only</b>		
<b>Household income and circumstances</b>		
Evidence of household income at either L 1, L 2 or L 3	<input type="checkbox"/>	
Evidence of living in a single-parent family	<input type="checkbox"/>	
Evidence of having a dependant sibling	<input type="checkbox"/>	
Evidence of being a young carer	<input type="checkbox"/>	
Evidence of being a parent	<input type="checkbox"/>	
Evidence of being in receipt of FSM	<input type="checkbox"/>	
<b>Travel and course information</b>		
Evidence of living a distance from the School	<input type="checkbox"/>	
Any other comments:		

## Appendix 1. 16 – 19 Bursary Fund Documentations

BURSARY GROUP	ELIGIBILITY CRITERIA	DOCUMENTATIONS REQUIRED
For defined vulnerable groups	<p>The defined vulnerable groups are students 16 – 19 who are in:</p> <ul style="list-style-type: none"> <li>• In care or a care leaver</li> <li>• Receiving income support or universal credit in their own name as they financially support themselves.</li> <li>• Receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIP) or Employment Support Allowance (ESA)</li> </ul> <p>In some cases a student may meet the eligibility criteria for the defined vulnerable group, however, they are not in need of the financial support or may not have any relevant costs.</p>	<ul style="list-style-type: none"> <li>• In care or a care leaver are required to provide written confirmation of their current or previous status from the relevant local authority. Either a letter or email clearly showing it from the local authority.</li> <li>• Copy of Income Support or Universal Credit notice in the student’s name from the DWP must be provided.</li> <li>• A copy of DLA or PIP or ESA must be provided.</li> </ul>
Discretionary Bursary Fund – Level 1	<p>For students aged 16 – 19</p> <p>Have a gross household income less than £16,190</p> <p>OR</p> <p>Are entitled to Free School Meals</p>	<p>Evidence of household income such as:</p> <ul style="list-style-type: none"> <li>• P60 AND last 3 months’ payslips</li> <li>• Self-employment income evidence</li> <li>• Benefit award notice from DWP dated in the last 3 months. Older notices accepted if accompanied with recent bank statements naming benefit received</li> <li>• Working Tax Credit/Child Tax Credit award notice</li> <li>• Universal – 3 most recent monthly award statements to estimate assumed income for the full year</li> <li>• Company or private pension statement if in receipt</li> <li>• Support under VI of the Immigration Act 1999 award letter</li> </ul> <p>Certified letter from the Local Authority regarding Free School Meals</p>
Discretionary Bursary Fund – Level 2	<p>For students aged 16 – 19</p> <p>Have a gross household income more than £16,190 and less than £20,817</p>	<p>Evidence of household income such as:</p> <ul style="list-style-type: none"> <li>• P60 AND last 3 months’ payslips</li> <li>• Self-employment income evidence</li> <li>• Benefit award notice from DWP dated in the last 3 months. Older notices accepted if accompanied with recent bank statements naming benefit received</li> </ul>
Discretionary Bursary Fund - Level 3	<p>For students 16 – 19</p> <p>Have a gross household income more than £20,817 and less than £25,521</p>	<ul style="list-style-type: none"> <li>• Working Tax Credit/Child Tax Credit award notice</li> <li>• Universal – 3 most recent monthly award statements to estimate assumed income for the full year</li> <li>• Company or private pension statement if in receipt</li> <li>• Support under VI of the Immigration Act 1999 award letter</li> </ul>

Students may submit an in year application form if their personal circumstances changes, however, this will be subject to what bursary funds are left.