

**16-19 Bursary: Student Application Form for the Discretionary bursary**

Please use this form to apply for a Discretionary bursary, only when you have read the guidance leaflet available from the school.

All applications will be treated in strictest confidence.

Please return this application to Mrs M Sims, Deputy Headteacher, in hard copy or via email: [msims@stbarts.co.uk](mailto:msims@stbarts.co.uk)

**A. Personal Details:**

Name:		Year:
DoB:		Tutor Group:
Address:		

**B. Eligibility for a Discretionary bursary.**

The statements below do not represent an exhaustive list of eligibility, however they do provide good indicators. Further evidence may be requested.

Please tick the box(es) where you can provide evidence and attach it to this form.

The learner's household income is likely to be below £25,000 and fall in one of the three bands, please indicate which:

**Band 1** : £16,190 or less,  **Band 2** : £16,190 - £20,817,  **Band 3**: £20,817 - £25,521.

Evidence:

- Tax Credits forms.
- A P60
- 3-6 months of bank statements (This could be evidence of self employment income).

- Evidence of the following circumstances will also be taken into account when considering applications for discretionary bursaries:

- Entitlement to free school meals
- Exceptional circumstances, such as where a learner is providing care to a sick or disabled relative.
- The number of dependent children in the household is .....

**C. Declarations:**

- I confirm that all details provided on this form are accurate
- I confirm that I will inform the school of any changes in circumstances which may affect my eligibility for the Discretionary bursary
- I understand that each half-term, payment is dependent on meeting the following standards of attendance and behaviour:
  - a) There is no unauthorised absence from lessons or registrations during that half-term
  - b) Overall lesson attendance is at least 90%
  - c) All examinations that term have been attended
  - d) Reported levels of Engagement in Learning are good or better in every subject.
- I understand that I must provide receipts / allow the school to obtain travel documents on my behalf by providing advance notice of need.

**Signed:** ..... (Student)

**Date:** .....

**PLEASE REMEMBER TO ATTACH EVIDENCE**

Your application will be delayed if this is missing.