



Poole High Sixth Form 2025-2026

16-19 Bursary Fund

Application Form



Dear Student

Please read this application form together with our 16-19 Bursary Fund Policy which is published on our school website. If you have any queries please come to the Sixth Form office or make contact on 01202 662001 or email sixthform@poolehigh.poole.sch.uk.

To be considered for the Bursary, please complete this form and send it to: **Bursary Scheme, Poole High School Sixth Form, Wimborne Road, Poole, BH15 2BW**. Alternatively, it can be handed into the Sixth Form office.

SECTION A – STUDENT DETAILS

Last Name		First Name	
D.O.B.		Age at 31 st August 2025	years months
Address		Residential Status (please tick one)	☐ British Citizen ☐ EU/EEA Citizen ☐ Asylum Seeker ☐ Refugee ☐ Other
Telephone		Email	

SECTION B – LEARNER STATUS

Tick all of the boxes below that apply to you (the student):

- ☐ I live in Local Authority Care
- ☐ I live on my own after leaving Care
- ☐ I receive income support or universal credit (in my own right)
- ☐ I receive disability living allowance (DLA) or personal independence payments (PIP) in my own right as well as Employment & Support allowance or universal credit in my own right

If you have ticked any of the above, you will need to provide the following evidence documents:

- for students who are in care or a care leaver, written confirmation of their current or previous looked-after status from the relevant local authority - this is the local authority that looks after them or provides their 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 Income Support or Universal Credit, a copy of their Income Support or Universal Credit award notice. This must clearly state that the claim is in the student's name/confirm they are entitled to the benefits in their own right. The evidence must not state any conditions that prevent them from participating in further education or training. For students in receipt of Universal Credit, we must also see a tenancy agreement in the student's name, a child benefit receipt, children's birth certificates, utility bills etc
- for students receiving UC/ESA and Disability Living Allowance and Personal Independence Payments, a copy of their UC claim from DWP (UC claimants should be able to print off details of their award from their online account). Evidence of receipt of Disability Living Allowance or Personal Independence Payment, must also be provided

Please tick all that apply:

- ☐ I live with parents/guardians who have responsibility for me
- ☐ I live independently
- ☐ I am responsible for caring for a family member
- ☐ I live with a partner/spouse
- ☐ I have dependent children of my own
- ☐ I am currently in receipt of Free School Meals

IF YOU HAVE TICKED THAT YOU LIVE WITH PARENTS/GUARDIANS, PLEASE COMPLETE THE TABLE BELOW

	Adult 1	Adult 2
Last Name		
First Name		
Relationship to Student		

SECTION C – DETAILS OF INCOME

Is your total current household annual income incl benefits (except DLA/PIP) less than £22,000? ☐ YES ☐ NO

Total current household annual income (including benefits) being declared: £.....

Number of children (under 18 years of age) in the household:

Is Adult 1 currently in paid employment/self-employed? ☐ YES ☐ NO

Name of employer(s)

Is Adult 2 currently in paid employment/self-employed? ☐ YES ☐ NO

Name of employer(s)

Please provide evidence of current income from employment, e.g. payslips, bank statements or Universal Credit statement.

Please give details of what state benefits (if any) the household are currently in receipt of:

1. Amount(£) Frequency (weekly/monthly).....
2. Amount(£) Frequency (weekly/monthly).....
3. Amount(£) Frequency (weekly/monthly).....
4. Amount(£) Frequency (weekly/monthly).....
5. Amount(£) Frequency (weekly/monthly).....
6. Amount(£) Frequency (weekly/monthly).....

Please attach original documents to your application as evidence of current household income. School will take a copy of these to be held securely on school site until retention period is met, originals will be returned to you.

*Documents must be dated within the last **3 months** to show proof of current income. If your document pre-dates this, please also provide the last **3 months** of bank statements for all adults in the household.*

Please tick the list below to show which evidence you have included with your application:

- | | |
|--|---|
| ☐ Income Support/Universal Credit | ☐ Pension Guarantee Credit |
| ☐ Child Tax Credit | ☐ Employment and Support Allowance |
| ☐ Working Tax Credit | ☐ Support under Part IV of the immigration and Asylum Act 1999 |
| ☐ Job Seekers Allowance | ☐ P60 |
| ☐ Payslips | ☐ Bank Statements |

SECTION D – TYPE OF ASSISTANCE PROVIDED

The Discretionary Bursary will be allocated to each eligible applicant as a share of the funds available. The applicant's attendance MUST remain above 95% in order to receive the full allocation.

All funding is **subject to levels of funding** that Poole High School receives from the Government. **No assumption should be made for entitlement to funding** and Poole High School reserves the right to stop and remove funding at any time. Any information provided that is found to be false or inaccurate could result in funding being withdrawn and Poole High School taking action to recover any payments already made

SECTION E – DECLARATION

- I/we declare that the information in support of this application is complete and correct to the best of my/our knowledge
- I /we will inform the school immediately, if circumstances affecting this application change, which may affect my eligibility for support
- I/we understand that this information will not be shared with third party organisations, except for audit purposes
- I/we understand that non-attendance and non-compliance with the Sixth Form code of conduct may result in loss of financial support
- I/we have read and understood the policy document for the Bursary Scheme and agree to abide by its terms and conditions
- I have completed the 'Type of Assistance Needed' form and enclose evidence (e.g. bus ticket/bus pass receipt, etc)

Student signature Date

Adult 1 signature Date

Adult 2 signature Date

For students applying at the beginning of term, please return this form by Monday 30th September 2025. We appreciate that circumstances may change throughout the year and therefore we remain open to applications all year.

OFFICE USE ONLY

Date received:

Decision:

Signature:

BURSARY 2023-24 TYPE OF ASSISTANCE NEEDED

Please indicate on this form, what costs you anticipate will need to be covered by your Bursary Fund, should your application be successful. **PLEASE COMPLETE ALL THAT APPLY.** You must provide evidence (e.g. a receipt) to show you have purchased a particular item (unless purchased by the school on your behalf) if it is a cost you have already incurred.

<i>Please advise which type of assistance you think you will require</i>	<i>Cost</i>	<i>Frequency of payment</i>
Lunch (if not covered by the free school meal system)	£2.60	☐ Daily
Transport support - costs associated with travel to and from school Transport being used (e.g. bus) Distance from home to school	£	☐ Daily ☐ Other, please specify ☐ Not required
Specialist Clothing (e.g. P.E kit) Please supply details:	£	☐ Once ☐ Other
Financial support needed towards books, materials and equipment needed for your courses, and exam fees. Please give full details, continue on a separate page if necessary:	£	☐ Daily ☐ Other
Educational visits related to your courses (including university visits). Please supply details.....	£	☐ As required
Do you require a school laptop for use on school premises?	Yes/No	
Do you require a school laptop for use at home?	Yes/No	
Please list your courses being studied here and circle first year or second year: Subject 1 First year / Second year Subject 2 First year / Second year Subject 3 First year / Second year Subject 4 First year / Second year		

Please note that not all expenses may be covered due to amount of funds available.

Receipts must be kept and provided.