



# Poole High Sixth Form 2021-2022 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](mailto: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

<b>Last Name</b>		<b>First Name</b>		
<b>D.O.B.</b>		<b>Age at 31<sup>st</sup> August 2021</b>	years	months
<b>Address</b>		<b>Residential Status</b> (please tick one)	<input type="checkbox"/> British Citizen <input type="checkbox"/> EU/EEA Citizen <input type="checkbox"/> Asylum Seeker <input type="checkbox"/> Refugee <input type="checkbox"/> Other	
<b>Telephone</b>			<b>Email</b>	

## 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
<b>Last Name</b>		
<b>First Name</b>		
<b>Relationship to Student</b>		

**SECTION C – DETAILS OF INCOME**

**Is your total current household annual income incl benefits (except DLA/PIP) less than £20,000?**  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
- Child Tax Credit
- Working Tax Credit
- Job Seekers Allowance
- Payslips
- Pension Guarantee Credit
- Employment and Support Allowance
- Support under Part IV of the immigration and Asylum Act 1999
- P60
- 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)

**If the Bursary is awarded, payments will be made in-kind wherever possible.**

For students that are not already in receipt of a free school meal, a meal allowance will be given of £2.60 per day which can be spent in the school canteens, only actual funds spent will be deducted from your overall bursary allocation.

Student signature ..... Date .....

Adult 1 signature ..... Date .....

Adult 2 signature ..... Date .....

**For students applying at the beginning of term, please return this form by Friday 8<sup>th</sup> October 2021. We appreciate that circumstances may change throughout the year and therefore we remain open to applications all year.**

**We appreciate that you may incur costs at the start of term, before your application is processed, therefore, please keep your receipts and you will be advised of the process to apply for reimbursement if your application qualifies.**

### OFFICE USE ONLY

Date received:

Decision:

Signature:

## BURSARY 2021-22 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 which you wish to be reimbursed for.

**If your application is successful,** you will be given full guidance on how to claim for reimbursement of items already purchased and how to request school to purchase items on your behalf, such as a bus pass, books, equipment, etc.

<b><i>Please advise which type of assistance you think you will require</i></b>	<b><i>Cost</i></b>	<b><i>Frequency of payment</i></b>
<b>Lunch</b> (if not covered by the free school meal system) If you are not already in receipt of free school meals, we will allocate a food allowance of £2.60 per day to your account, which can be spent in the school canteens. Only the actual amount spent will be deducted from your bursary fund.	£2.60	<input type="checkbox"/> Daily
<b>Transport support - costs associated with travel to and from school</b> Transport being used (e.g. bus) ..... Distance from home to school ..... We can supply you with a bus pass if required or can reimburse if you have already purchased one for the first term.	£	<input type="checkbox"/> Daily <input type="checkbox"/> Other, please specify <input type="checkbox"/> Not required
<b>Specialist Clothing (e.g. P.E kit)</b> Please supply details..... We can reimburse you for specialist clothing purchased. We can also reimburse you for school bag as long as it is suitable for school (strong, durable and appropriate in appearance, up to the value of £40). <b>All receipts must be provided.</b> Where items have not yet been purchased, please tell us what you need and we can let you know whether it can be reimbursed.	£	<input type="checkbox"/> Once <input type="checkbox"/> Other
<b>Financial support needed towards books, materials and equipment needed for your courses, and exam fees.</b> BTEC Food students will be provided funds to cover the cost of their ingredients (first year students £55 per term, second year students £30 per term). <b>Please give full details, continue on a separate page if necessary:</b> ..... ..... ..... .....	£	<input type="checkbox"/> Daily <input type="checkbox"/> Other
<b>Educational visits related to your courses (including university visits).</b> Please supply details..... .....	£	<input type="checkbox"/> As required
<b>Do you require a school laptop for use on school premises?</b>	Yes/No	
<b>Do you require a school laptop for use at home?</b>	Yes/No	
<b>Please list your courses being studied here and circle first year or second year:</b> <b>Subject 1</b> ..... <b>First year / Second year</b> <b>Subject 2</b> ..... <b>First year / Second year</b> <b>Subject 3</b> ..... <b>First year / Second year</b> <b>Subject 4</b> ..... <b>First year / Second year</b>		

Please note that not all expenses may be covered due to amount of funds available.  
**Receipts must be kept and provided for reimbursement.**