



16 to 19 Bursary Fund

Guidance Notes

The Sherwood Church Academy 16-19 Bursary Fund is designed to help and support any **student** who faces a financial barrier to participate in education and training. It will cover the cost of uniform, transport, books and equipment, Academy trips, stationery and calculators. Support may also be available to contribute to the costs of attending placements, university interviews and open days.

The scheme is divided into two parts:

Vulnerable Bursary

You can apply for a vulnerable bursary if you fall into one of the areas below:

- You (**the student**) are in **care**
- You (**the student**) are a **care leaver**
- You (**the student**) are receiving **Income Support** OR **Universal Credit** in place of Income support in your own name
- You (**the student**) are receiving both **Employment Support Allowance** AND **Disability Living Allowance** or **Personal Independence Payments** in your own name

Discretionary Bursary

Students may be able to receive the discretionary bursary dependant on their individual circumstances and your actual financial need.

This will vary from student to student based on a number of factors, including household income and the distance travelled to the Academy.

Household income will be assessed through the following:

- Child Tax Credit (provided there is no entitlement to Working Tax Credit, and the annual gross income is no more than £17,005)
- Income based Job Seekers Allowance
- Income Support
- Working Tax Credit Run on
- Universal Credit
- Income related Employment and Support Allowance (ESA)
- Support under Part VI of the Immigration and Asylum Act 1999
- Guarantee element of State Pension Credit

Additional Help

Under **exceptional** circumstances, students who are not automatically eligible for an award can also apply for help with one-off course related expenses (proof of income or hardship will be asked for). Applications for additional help will be considered on an individual basis and is dependent upon available funds.



Payment and conditions

- The level of support which the Academy can offer is dependent upon the total funding received and the number of applications it receives.
- All bursary payments will be directly linked to attendance, behaviour and commitment to studies.
- All bursary payments will be paid directly into the eligible **student's** bank account, on a half-termly basis, dates to be advised.
- Eligible students must be aged over 16 but under 19, on 31 August 2026 and enrolled on a non fee-paying, full-time course at the school.

If following reading this guidance you wish to apply for the bursary, please complete the application form overleaf.

Please note: Applications for 2026/27 should be returned by Friday 25th September 2026 at the latest. Applications after this date will be welcome but will be considered in the light of funds available.



Application Form

The Sherwood Church Academy Sixth Form 16-19 Bursary

N.B: This form should be submitted with the required evidence and handed into the Sixth-Form office.

SECTION 1 – Student Details (please print details and complete in black ink)

First Names:	Date of Birth:
Surname:	School Year:
Address:	Tutor Group:
	Home telephone No:
	Mobile No:
Postcode:	Email:

SECTION 2 – Vulnerable Bursary Please tick as appropriate:

Eligibility Category	Please Tick Category	Supporting Documentation Supplied
I am living in care		
I am a care leaver		
I am in receipt of Income Support or Universal Credit in my own name		
I am in receipt of Employment Support Allowance and Disability Allowance or Personal Independence Payments in my own name		

(If you are applying for a Vulnerable Bursary and have completed Section 2 please now go to Section 4)



SECTION 3a – Discretionary Bursary

I am a student who permanently lives in a household whereby my parents/guardians receive one of the following – please tick as appropriate, after reading the full Guidance Notes on page 1:

Income Support	
Income based Job Seekers Allowance	
Income related Employment and Support Allowance	
Working Tax Credit run on	
Universal Credit	
Support under Part IV of the Immigration and Asylum Act	
Guarantee element of State Pension Credit	

Please note: If you are not in one of the above categories you must provide proof of household income, Section 3b

SECTION 3b – Financial Assessment – Total Household Income £17,005 or less*

To be completed by the person(s) responsible for the household bills

Name of Person receiving income:	Are you employed?	
1.	Yes / No	If yes, please submit P60 or other Inland Revenue acceptable proof, i.e. March pay slip
2.	Yes / No	If yes, please submit P60 or other Inland Revenue acceptable proof, i.e. March pay slip

SECTION 4 – Proof of Income/Benefit Submitted

Whatever you have declared in Sections 2 or 3 must be supported with evidence in order for an assessment to be made. The table below shows the evidence you will need to supply with this application.

Please tick the ones you are providing.

Type of Income	Evidence Required	Tick if Supplying
Annual Salary	P60 for tax year 2025-65 Self-Employment Earnings (Tax Return for 2025-26)	
Income Support	Entitlement / Award letter – dated within the last 3 months	
Job Seekers Allowance (income based)	Entitlement / Award letter – dated within the last 3 months	
Other relevant benefit: (i.e. Free School Meals Award)	Entitlement / Award letter – dated within the last 12 months	
Universal Credit	Entitlement / Award letter	
Any other income/evidence	Relevant paperwork	



SECTION 5 – Student Bank Account Details

Bank Name	
Branch Location	
Name of Account Holder	
Sort Code	
Account Number	
Email Address**	

** email address will only be used for the notification of payments/payment queries.

SECTION 6 – Requirements for Financial Assistance

Please give any details below of the financial assistance you require.

Item	Description
Uniform	
Travel	
Meals	
Equipment/Stationery	
Textbooks/Revision Guides	
Other (please provide details)	



SECTION 7 – Declaration

Please read the declaration below carefully before signing:

1. I declare that the statements made on this form are true and to the best of my knowledge and belief, are correct in every respect. I undertake to supply any additional information that may be required to support this application. I understand that if I refuse to provide information relevant to my claim the application may not be accepted. I also undertake to tell the Academy of any change in my circumstances in writing. I agree to repay the Academy in full and immediately any sums advanced to me if the information I have given is shown to be false or deliberately misleading.
2. I am aware that the funding covers this school year and that I must re-apply next year; there is no guarantee that I will receive funding for future years even if I am eligible for the current year.

Signed (Student):.....

Please print name:..... *Date:*.....

Signed (Parent of Guardian of named above):.....

Please print name:..... *Date:*.....

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For Academy use only:

Date Received:

Bursary Approved: Yes / No

Vulnerable Bursary or Discretionary Bursary

Date first payment made:

Additional Notes/Reason Not Approved

Authorised By:.....Date:.....