

## 16-19 BURSARY FUND APPLICATION FORM 24/25

**Closing date Monday 30 September 2024**

Please see [here](#) for the ESFA's 16 to 19 Bursary Fund guide 24/25 academic year

### Applications

The 16 to 19 Bursary Fund provides financial support to help students overcome the specific financial barriers to participation they face so they can remain in education.

A student must be aged 16 or over but **under 19** on 31 August 2024 to be eligible for help from the bursary fund in the 24/25 academic year. Students aged 19 or over are only eligible to receive a discretionary bursary if they are continuing on a study programme, they began aged 16 to 18 (19+ continuers) or have an Education, Health, and Care (EHC) Plan

St. Aidan's School is in receipt of government funding for the academic year 24/25 from the 16-19 Bursary Fund. The purpose of this funding is to help students overcome the individual financial barriers that they may face to participate in and complete their Post 16 Education. Examples of financial support, which may be granted, are help with the cost of transport, school meals, books and equipment and business wear.

Although funding for 24/25 has been confirmed, it should be noted that this is awarded on an annual basis, and we cannot guarantee that funding will be available at the same level in future years.

Applications are invited from students who meet the eligibility criteria (set out on page 2).

Consideration will be given to student's individual needs and circumstances. As a result, some applicants may receive lower allocations than others. The 16-19 Bursary will only be awarded to a student that is eligible and facing **genuine financial barriers** to participating in Post 16 education.

If you think you may be eligible to apply for a Bursary, please complete this application form as soon as possible (and by 30 September latest) and submit it with your supporting evidence to the Sixth Form Office.

Any queries in connection to the application should be directed to [1619bursary@staidans.co.uk](mailto:1619bursary@staidans.co.uk)

### Claims and allocations

You will be advised of the outcome of your application by email (to your school email address) and if successful, the amount of the award. Notifications will be sent no later than Friday 11 October 24.

Once your award has been advised, you will be able to submit claims using the 24/25 Bursary Claim Form available from the Sixth Form office and the [website](#). Payments will be made into your nominated bank account and details will be requested once your application has been approved. Please note, the account should be in the student's name.

Claims must be accurate, complete and include the original receipt. Full details are available in the 16-19 Bursary Policy for 24/25 from the school's website.

### Personal Details (Student to complete)

Your name

Age as at 31 August 24

Registration group

Your address including postcode

Post code

Contact no.

Student school email address

### Application Criteria

The following criteria apply	Please tick all that apply
<b>A.</b> Bursary for a young person in a defined vulnerable group. Please select from A.1 /2 /3 or 4	
A.1 In care	
A.2 A Care leaver	
A.3 Receiving Income Support (IS), or Universal Credit (UC) because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them, such as a child or partner	
A.4 Receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in their own right <b>as well as</b> Employment and Support Allowance (ESA) or UC in their own right	
<b>B.</b> Low-income Household	
B.1 In a household where the total income for Parent(s)/Carer(s) is at or less than £25,000	

### Financial support needed

I will require financial support for the following:	Please tick all that apply
1. Public transport to school	
2. Credit to my school catering account	
3. Books or other equipment (please provide details below)	
4. School business wear	

## **Financial Assessment Form**

**Please complete this form and provide evidence, as detailed below, to support your application**

If you wish to submit your information confidentially, please contact [1619bursary@staidans.co.uk](mailto:1619bursary@staidans.co.uk) to make an alternative arrangement.

Adult household members

	Person 1	Person 2	
Surname			
First name(s)			
Relationship to Learner			<a href="https://staidanscofe.sharepoint.com/_layouts/15/spappbar.aspx?workload=files">https://staidanscofe.sharepoint.com/_layouts/15/spappbar.aspx?workload=files</a>
Contact telephone no			

### **Evidence.**

Please use the table below to indicate evidence provided that your household income is £25,000 or less.

Type of Income	Evidence Required	Please tick all that apply
Annual Salary	P60 for last tax year, or week 52 (last week in March) payslip or month 12 (March) payslip	
Income Support/Universal Credit	Entitlement / Award letter – dated within the last 3 months	
Job Seekers Allowance	Entitlement / Award letter – dated within the last 3 months	
Employment Support Allowance	Entitlement / Award letter – dated within the last 3 months	
Incapacity Benefit	Entitlement / Award letter – dated within the last 3 months	
Carer's Allowance	Entitlement / Award letter – dated within the last 3 months	
Housing Benefit	Entitlement / Award letter – dated within the last 3 months	
Council Tax Benefit	Entitlement / Award letter – dated within the last 3 months	
Any other benefit	Entitlement / Award letter – dated within the last 3 months	
Working Tax Credit	Working Tax Credit Award Notice marked for current year. Must be for full year and not partial awards (FULL AWARD NOTICE)	
Child Tax Credit	Child Tax Credit Award Notice marked for current year. Must be for full year and not partial awards (FULL AWARD NOTICE)	
Child Benefit	This is not included as income for the purposes of the financial assessment	
Pension Guarantee Credit	Relevant paperwork detailing amount paid	
Disability Living Allowance/Personal Independence Payment	Entitlement / Award letter – dated within the last 3 months	
Any other income	Relevant paperwork, e.g. evidence of income from self-employment	



## Terms of application

1. I declare that the statements made on this application form are true and to the best of my knowledge and belief are correct in every respect.
2. I undertake to supply any additional information that may be required to verify the particulars given. I understand that if I refuse to provide information relevant to my application, any subsequent claims submitted will not be accepted.
3. I undertake to inform the school of any alteration to the particulars of my application in writing.
4. I agree to repay the school in full and immediately any sums made to me if the information I have given is shown to be false or deliberately misleading.
5. I am aware that this application only covers this academic year (1 September 2024 to 31 August 2025) and that (where applicable) I must re-apply again next year.
6. I am aware that if my application is successful and I am awarded funding this year, this does not represent any guarantee of funding for an application next year (if applicable)
7. I am aware that if I am awarded funding this year, any allocation next year may not be of the same financial value.
8. I am aware that if the allocation is not fully claimed in 24/25 funds will not be carried over to the following year.
9. If my application is successful I will provide details of the nominated bank account for receipt of payment on the 16-19 Bursary claim form.

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Carer signature \_\_\_\_\_ Date \_\_\_\_\_  
(only if applicable)

## Declaration of acceptance

1. I am aware that, in order to receive the bursary, students should have no unauthorised absences.
2. I understand that I am expected to attend registration periods, private study and all timetabled lessons.
3. I am aware that students must abide by the standards of behaviour, effort and attendance as agreed at the start of their learning programme as detailed in the Sixth Form Student Planner. If poor behaviour or effort is reported and supported by documentary evidence, this may affect payment of any claims.

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Carer signature \_\_\_\_\_ Date \_\_\_\_\_  
(only if applicable)

For internal use only:	
Financial Assessment and eligibility confirmed?	Yes /No
If no, please confirm what criteria has not been met	
Confirm full time/part time student	Full time / part time
Amount awarded	£
To be allocated as follows:	
Transport	
Non-transport	
Date application received	
Checked by	
Authoriser 1	
Authoriser 2	
Date entered on MIS (Bromcom)	

## Data Protection Statement

Yorkshire Causeway Schools Trust (the 'Trust') is a Data Controller in terms of the Data Protection Act 2018 (DPA 2018) and the UK General Data Protection Regulation (UK GDPR).

St. Aidan's C of E High School (the 'school') follows Trust Policy in matters of Data Protection. The data requested in this form is covered by the notification provided by the school under the Data Protection Act 2018 and UK GDPR.

Personal data will be used solely within the school for the purpose of determining whether you should receive assistance from the Bursary Fund. Your application form and any accompanying documents may be scanned and kept electronically for 7 years and then securely deleted. Paper copies of all documents may be destroyed through a confidential waste disposal system once scanned.

Some of the information gathered in this form is required by the Education and Skills Funding Agency (ESFA). Information supplied will be anonymised and aggregated before it is sent to the ESFA. In addition, external auditors are obliged to certify that Bursary Funds have been allocated in accordance with ESFA Guidelines. As part of this process, auditors will wish to view a small sample of application forms. The data will not be passed to any other third party without your consent, except where the College is legally required to do so.