



The Appleton School

16-19 Bursary Fund Policy

2025-26

Important information for all Year 12 and 13 students and their parents/carers

The fund is made available from the Department for Education to provide students whose access to, or completion of, education is inhibited by financial constraints or barriers.

Who will be eligible for a bursary?

The student must be aged 16 or over but under 19 on the 31st of August 2025 to be eligible for help from the bursary fund in academic year 2025 to 2026.

There will be four levels of The Appleton School's bursary and you can apply for **ONE** only:

Level 1. For those students most in need, such as young people in care, care leavers, young people receiving Income Support (IS) or Universal Credit (UC) in their own right (because they are financially supporting themselves) and disabled young people receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in their own right as well as Employment and Support Allowance (ESA) or Universal Credit in their own right and can apply for a bursary of up to **£1,200 per year**.

Level 2. This bursary is for students who are currently eligible for Free School Meals. This will be payment for specific items up to a maximum of **£800 per year**, according to need. Amounts paid will be subject to the number of students applying for a Level 2 bursary and the availability of funds. Should entitlement to Free School Meals cease, the Level 2 bursary would also cease and transfer to Level 4.

Level 3. This level of bursary is for those students with a financial need who do not fall into the above categories. This is a match-funded bursary of up to **£400 per year**. The criteria are that the total **household** income must not exceed £30,000 per annum and that no other income is available from another household to support the student. Evidence of income and benefits will be required.

Level 4. For any student who has been in receipt of Free School Meals in the last six years. This is a match-funded bursary of up to **£400 per year**. Receipt of previous entitlement will be confirmed by the school with the Department of Education. No evidence of income is required.

*Students may also apply for **short term financial support** at Level 3 during times of unexpected hardship or change in circumstances.*

In addition, all students eligible for free school meals will continue to get their daily allowance in line with the set government guidance to enable them to purchase food from the sixth form or school's dining room.

All applications must clearly state the identifiable financial need and provide evidence to support this.

Students that meet the criteria for bursaries are not automatically entitled to a bursary if they do not have a financial need and/or their financial needs are covered from another source.

Parent/Carers may send in confidential information separately to the application form if they wish.

All bursary awards will be dependent on high standards of behaviour, full adherence to the Sixth Form contract and good attendance (at least 96%). The Appleton School reserve the right to withdraw payment where it is deemed the above conditions have been breached, this may be a temporary withdrawal or for the duration of Academic Year 2025/26 according to the severity of the breach.

Bursary payments are made directly to students **not** to their parents or carers. Payments from The Appleton School will be made in arrears by bank transfer to the individual student or be 'in kind' for example by purchasing equipment/books or bus passes rather than allocating a cash payment. On occasion, very exceptional circumstances may allow for earlier payment.

What can the money be spent on?

The allowance is for books, course materials, course related trips, transport, clothing or other course-related costs needed to help a young person stay in full time education. It may also be used to fund visits to Universities for open days and interviews. Assistance may also be available for certain IT equipment.

Any item over £100 must be approved by the Bursary Panel before purchase.

If I am in one of the eligible groups what evidence will my school need to see?

Level 1 - If you are in care or a care leaver, the Local Authority will be able to provide a letter for the school confirming this. For students in receipt of Income Support or Universal Credit, a copy of the award notice will be required. For students receiving UC/ESA and DLA and PIP, a copy of the UC claim from the Department of Work and Pensions (DWP) will be required. Evidence of receipt of DLA and PIP must also be provided.

Levels 2 – Eligible for Free School Meals. An application must be made for Free School Meals (through the normal procedure, if not already assessed) and for the bursary.

Level 3 - You will need to provide original documentary evidence of household income. If you are receiving Income Support you can provide a letter from the DWP setting out the benefit you are entitled to. Originals will be returned if requested.

Level 4 – Previous eligibility to Free School Meals will be checked by the school.

N.B. Parents are positively encouraged to apply for Free School Meals for their children where they are entitled.

Free School Meals criteria – do you qualify?

Parents or guardians receiving any of the following benefits can apply:

- Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)
- Income Support
- Income-based Jobseeker's Allowance
- Income Related Employment & Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on – paid for four weeks after you stop qualifying for Working Tax Credit

Application for Free School Meals should be made via the online form accessed from the school's website. The application is processed through the Department for Education's Eligibility Checking Service and the school is advised of the outcome.

How do I apply for a The Appleton School 16-19 Bursary Fund?

You should apply to the Finance Office as soon as possible after admission in September but no later than Friday 19th September 2025. The Application Form is attached to this policy and available to download on the school's website. Please remember to include evidence to support your application if required.

If you become eligible for a bursary after this date, applications should be made as soon as possible.

What if I have not got a bank account?

Students aged 16 are able to open a basic bank account, which will allow for receipt of the bursary by cashless means, and will allow funds to be withdrawn via ATMs.

- Where bursary payments are to be made to a bank account, they can only be made to the student's bank account.
- Payments may be made to a joint account, as long as the student is one of the account holders.

What happens to my application form?

The Appleton School Bursary Panel comprises of the Head of Sixth Form, Finance Manager and a Governor. The Bursary Panel will sit in September to assess each claim and authorise payments.

Payments will be made to successful students after the Panel have considered their application. It is not necessary for successful students to reapply each term, application should be made at the start of Year 12 and then again at the start of Year 13. Applications approved will be monitored and evaluated throughout the year and reports provided to the Bursary Panel. The grant may be withdrawn at any time a student fails to meet the criteria.

The Panel will meet as required to assess any applications received after the termly meeting.

The bursary payment to schools is a fixed sum and not on a per student basis. The Appleton School may vary the amounts of its bursaries to deal fairly with the number of eligible students in the Sixth Form.

END



The Appleton School

16-19 Bursary Fund Application 2025-26

Student's Details (please print)

Surname: _____ First Name: _____

Student Email: _____

Date of Birth: ____/____/____

Address: _____ Postcode: _____

Home telephone no. _____ Student mobile no. _____

Student's Bank Details

Name of Account Holder _____

Name of Bank _____ Account Number _____

Sort Code ____ - ____ - ____ Roll Number (if applicable)

Bursary Applied for (tick one box only)

Level 1* For students in care, care leavers, students receiving income support **in their own right** and disabled students receiving both Employment Support Allowance and Disability Living Allowance **in their own right**. Please state what the identifiable financial needs are, e.g. Textbook, transport, equipment, curriculum trips, meals etc.
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Level 2 For students who are currently in receipt of Free School Meals. Please state what the identifiable financial needs are, e.g. Textbook, transport, equipment, curriculum trips, meals etc.
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Level 3* Students who live in a household where the gross annual household income is less than £30,000. Please state what the identifiable financial needs are, e.g. Textbook, transport, equipment, curriculum trips, meals etc.
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Level 4

For students who have previously be in receipt of Free School Meals.

Please state what the identifiable financial needs are, e.g. Textbook, transport, equipment, curriculum trips, meals etc.

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* Please note evidence for Level 1 and Level 3 must be supplied to support your application. If no evidence is appended the application will be refused automatically.

Please read and sign the declaration and return it with the application, finance information and documentary evidence in a sealed envelope to the Finance Office marked 'Bursary Application'

If requested the evidence will be returned by post to the parent/carer after the application has been assessed.

Declaration by student and parent/carer

I agree to my application being scrutinised by the Bursary Committee, whose decision is final and not subject to any appeals process.

I understand that if I do not behave well, fail to adhere to the Sixth Form contract/code or my attendance is poor then my Bursary payment may be withdrawn without notice.

I confirm that, for Level 1, 2, 3 and 4 Bursaries, no other income or financial support is available from another household to support the student.

If I leave the Sixth Form at any time within 4 weeks of a Bursary being awarded/paid, then I will repay the funds given to me.

I confirm that the information I have given is, to my knowledge true and correct and The Appleton School may seek to confirm any details I have given. I am aware that giving false or incomplete information that leads to an incorrect payment may result in future payments being stopped and any incorrectly paid funds being recovered.

I understand there will be a delay in any funds being released if the application form has not been correctly completed or appropriate evidence of income has not been supplied.

Data Protection Act:

I understand that:

The data contained on this form and enclosed financial evidence will be held on file for seven years and that The Appleton School may make enquiries about the validity of the information provided on this form from other central and/or local government bodies, as deemed appropriate by the school. The school is a data controller under the **General Data Protection Regulation (GDPR)**. For more information on how your data is used please see the Privacy Notice on the school website at www.theappletonschool.org.

I hereby consent to the disclosure of any information sought in accordance with the application for the purposes of the Data Protection Act 1998.

The school has a duty to protect the public funds it administers and to this end may use the information provided on this form within this Authority for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes.

Student signature:

Date:

Print Name:

Parent/Carer signature:

Date:

Print Name:

Financial Information - Only required if applying for Level 3 Bursary

All household income* must be declared – N/A must be written if you do not receive this credit/allowance

Please include evidence with application (3 recent monthly award statements)

Universal Credit	per month
Child Tax Credit	per month
Work Tax Credit	per month
Income Support	per month
Housing Allowance	per month
Jobseekers Allowance	per month
Pension Guarantee Credit	per month
Council Tax Benefit	per month
Child Benefit	per month
Income Related Employment & support Allowance	per month
Other Allowance (please specify)	per month
Basic Salary	per month
Total Household Income	per month

Total Annual Income (Total Monthly x 12)..... per year

*Household income – Income for all adults living in the property – Step-parents, carers and partners

Please tick if you wish the evidence to be returned:

Parent/Carer Details

Surname: _____ **First Name:** _____

Email: _____

Address: _____ **Postcode:** _____

Home telephone no. _____ **Mobile no.** _____