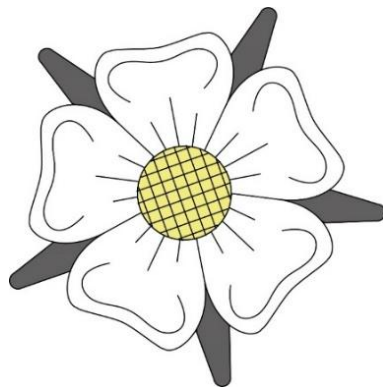


John Taylor Free School Post-16



Bursary Application Form Academic Year 2025-26

Implementation Date: November 2022

Reviewed: September 2025

Next Review Date: May 2026

BURSARY FUND STATEMENT

The 16-19 Bursary Fund is a government provided fund available to support students who have difficulty in meeting costs relating to their academic studies. Students must be under 19 on the 31st August before the academic year relevant to the support to be eligible.

There are 2 different bursaries available:

Level 1 – Vulnerable Bursary

This is available to students who are:

- In receipt of Income Support / Universal Credit
- Disabled and in receipt of Disability Living Allowance / Personal Independence Payments
- Looked after by the Local Authority
- Care Leavers

Each application is assessed on a case-by-case basis. Eligibility alone does not entitle any student to receive the bursary. For example, if a student applies who meets the criteria but the school do not feel there is a financial need, they may not be allocated a bursary, or receive a reduced bursary.

Level 2 – Discretionary Bursary

This is available to students who may not fall into the Level 1 categories but would have difficulty in meeting costs relating to their academic studies. This would usually be those families with a household income of £32,000 or less, plus any benefits that may be received. However, each application will be assessed on a case-by-case basis.

Evidence will be requested to both prove income/eligibility and evidence of expenses. Monetary awards will not be made without appropriate evidence. Applications should be received by 30th September so we can allocate funds appropriately, any late applications will be considered for the next payment instalment.

If you have any problems providing evidence, need support completing the form or to submit your completed applications, please contact the Post-16 Team at post16@johntaylorfreeschool.co.uk

16-19 Bursary Application Checklist

If the application form is not completed in full, it will be returned.

1. Parts 1-9 completed
2. Evidence of Eligibility enclosed, if required (part 4)
3. Residency evidence included, if required (part 5)
4. Evidence of Household Income enclosed (part 7)
5. Declaration read and all boxes ticked (part 9)
6. Declaration signed by student and parent (part 9)
7. Student Bank details completed

If you think you/your child is eligible for Free School Meals, please apply online via the following link:
<https://www.staffordshire.gov.uk/Education/Educational-awards-benefits/FreeSchoolMeals/Apply-online.aspx>

BURSARY FUND APPLICATION FORM

Part 1: Student Details	
Forename	
Middle Name(s)	
Surname	
Date of Birth	
Age on 31 August 2025	
Year Group on 1 Sep 2025	Year 12 / Year 13
Home Address	
Postcode	
Phone Number	
Mileage distance from Home to School	
Email Address	
School House (if known)	
Chosen Post-16 Subjects	1
	2
	3
	4

Part 2: Parental Contact Details	
Title	
Forename	
Surname	
Relationship	
Address (if different to student address)	
Postcode	
Telephone	
Email Address	

Part 3: Household Details

Please state who you live with and their relationship to you

Name	Relationship to you e.g. mother, father, brother, sister, partner etc.	Age if under 16

Part 4: Eligibility (evidence may be required)

I am applying for:

Level 1 Bursary – Vulnerable Groups Level 2 Bursary – Discretionary (household income under £32 000)

Please indicate if any of the following circumstances apply to you by ticking the appropriate box(es). (Evidence such as proof from Home Office or social workers may be requested)

<input type="checkbox"/>	Me or my family receive Income Support / Universal Credit / Jobseekers Allowance
<input type="checkbox"/>	Me or my family are in receipt of Asylum Seeker Funding from the Home Office
<input type="checkbox"/>	I am a disabled student and receive Employment Support Allowance /Disability Living Allowance
<input type="checkbox"/>	I am looked after by the Local Authority
<input type="checkbox"/>	I am a Care Leaver

Part 5: Declaration of Residency (passport evidence may be required)

I declare that I have been a resident of the UK for at least 3 years

Y / N

If "no" please tick one of the following options:

EU/EEA Citizen Asylum Seeker Refugee Other (please give details below)

Part 6: Course Related Costs

Please indicate which costs you are claiming support with. Documentary evidence will be required to support the requests, such as receipts or screen shots.

Type of Income	Description	Cost (£)	Total (£)
Course Books (e.g. revision guides)	_____ _____ _____	_____ _____ _____	_____ _____ _____
Equipment/Materials (e.g. stationery, sports equipment, calculators, bags, iPad)	_____ _____ _____	_____ _____ _____	_____ _____ _____
Uniform/Kit (e.g. blazer, PE kit, Art, DT)	_____ _____ _____	_____ _____ _____	_____ _____ _____
Educational Trips/Visits Note- these must not be extra-curricular	_____ _____ _____	_____ _____ _____	_____ _____ _____
Transport (e.g. bus fare)	_____ _____ _____	_____ _____ _____	_____ _____ _____
Other- please specify	_____ _____ _____	_____ _____ _____	_____ _____ _____
		TOTAL COSTS	_____

Part 7: Income Details (For Household)

Please indicate which of the following benefits/income you are currently in receipt of. Please send evidence requested.

Type of Income	Yes/No	Evidence required (one of the options for each income type)
A Income Support or Universal Credit		Your most recent Tax Credit Award, dated within last 3 months
B Working Tax Credit / Child Tax Credit / Child Support Maintenance		Your most recent Tax Credit Award, dated within last 3 months
C Disability Living Allowance / Personal Independence Payments		An award letter which is less than 3 months old on the date of application
D Other Benefits/Pensions (specify)		-An award letter which is less than 3 months old -P60 to April 2023 -Pension statement
E Earned income with no additional benefits		-3 most recent pay slips -P60 to April 2023.
F Self-employed earnings with no additional benefits		Audited accounts or official tax return
G Any other income not listed above		Relevant paperwork

Part 8: Payment Details (BACS) Account must be in the sole name of the student

If your application is successful, payments will be made directly into your bank or building society account.

Name of Bank	
Account Holder's Name	
Account Number	
Sort Code	

Part 9: Declaration – please tick each box and sign to confirm agreement

I certify that the information given above is correct		
I understand that my attendance rate must be at 95% or above		
I understand that more than 4 "lates" per month will result in withholding of allowance		
I confirm that I will abide by the JTFS Post-16 Code of Conduct		
I understand that if I am subject to any of JTFS disciplinary procedures that I may be liable to repay the funds		
I undertake to advise the Post-16 JTFS Team of any change in my financial circumstances		
I understand that JTFS has the right to reclaim funds if I am found to have provided incorrect information, do not complete my course, or do not meet the bursary requirements above		
I understand that funding covers only this school year and we must reapply next academic year, there is no guarantee of funding for future years		
Signature of student		
Signature of parent		
Date		

Protection of Public Funds- The fund is public money and we have a duty to ensure it is spent fairly. Fraudulent claims are taken seriously. Failure to disclose information which is subsequently discovered may result in disciplinary action and the funds being withdrawn. We may also take action to recover funding which has been allocated as a result of a fraudulent claim.

Data Protection Act 2018- The data you provide is to assess eligibility for the 16-19 Bursary Fund. The information provided will be electronically or manually stored under the Data Protection Act 2018. All financial information regarding your application will be destroyed in line with audit requirements. We may share the information with other organisations to detect fraud.

Part 10: Authorisation by JTFS

Evidence Seen?			
Comment			
Signature		Date	
Amount Awarded			