SUTTON GRAMMAR SCHOOL

APPLICATION FOR 16-19 BURSARY
2026 - 2027

Students should read the 16 – 19 Bursary Fund Policy before completing this form. Students should complete the form. Should you have any questions please speak to the Finance Manager, Mrs Georgiou.

PART 1: Student Details	
Surname:	Forename:
Date of Birth:	Age on 1st September 2026:
Address:	
	Postcode:
Home Telephone:	Mobile:
Email:	

PART 2: Student Status (Please answer 'Yes' or 'No' to all questions)		
Live with parents who are responsible for you	☐ Yes (Go to PART 3)	☐ No
Live with Carers/Guardians who have responsibility for you	☐ Yes (Go to PART 3)	☐ No
Are you in care of a Local Authority?	☐ Yes	☐ No
Are you a recent care leaver?	☐ Yes	☐ No
Are you receiving Income Support or Universal Credit as a result of supporting yourself financially or someone dependent on you and living with you, such as a child or partner?	☐ Yes	☐ No
Are you receiving Disability Living Allowance or Personal Independence Payments in your own right, as well as either Employment Support Allowance (ESA) or Universal Credit?	☐ Yes	☐ No

PLEASE SEE APPENDIX 1.

PART 3: I/We are the adult(s) mainly responsible for the young person applying to the fund (Applying for Discretionary Bursary Fund) Where two parents are present in the family home, both parents must complete the form.		
	Adult 1	Adult 2
Surname/Family Name		
First Name		
Relationship to applicant		
Are you a single parent?	☐ Yes	☐ No
Do you have other dependents	☐ Yes	☐ No
Is the applicant in receipt of Free School Meals?	☐ Yes	☐ No
Is your gross household income less than £16,190?	☐ Yes	☐ No
Is your gross household income between £16,190 - £20,817?	☐ Yes	☐ No
Is your gross household income between £20,817 - £25,521?	☐ Yes	☐ No
Parents' email address		

PART 4: Household Annual Income (include all adults income)	Adult 1 £	Adult 2 £
Total earnings from PAYE employment		
Total value of any benefits in kind from employer (company car, fuel etc)		
Income from savings and investments		
Total income from self- employment		
Universal Credit		
Working Tax Credit		
Child Tax Credit		
Child Benefit		
Child Maintenance		
Income from property e.g. rental income		
Trusts, settlements, estates		
Pensions		
Foreign Income		
TOTAL		

PART 5: Funding Requirements		
You may be entitled to some of the items below to support learning in the Sixth Form. Please state your reason next to those items where you wish to apply for support.		
Item	Cost	Reason
The loan of a lap top computer or Chromebook	[redacted]	
School meal provision		
Funding for trips		
Purchasing text books		
Specialist clothing required for the course		
Specialist equipment needed for the course		
Travel cost to school.		How many miles do you live from the school? Have you check your Local Authority's travel responsibility?
Other – please state		
Other – please state		

Careful consideration will be given to your requests and if the items are relevant to supporting you in your studies for this academic year.

Please add here any further information to support your application.

Declaration	
I/We declare that the information we have given in support of this application is correct and complete to the best of my/our knowledge and belief. I/We understand that this information will not be shared with third party organisations. I/We understand that non-attendance and compliance with the School's code of conduct may result in loss of financial support.	
Applicant Name:	Signature:
Parent/Carer Name:	Signature:
Parent/Carer Name:	Signature:
Date:	

Please complete your bank details below and return this form together with all documentations to the Finance officer. Payment can only be made to a student's **personal** bank account as previously advised and is a condition of the Bursary payment.

Student's Bank or building society details	
Name of branch:	
Address of branch:	
Name of account holder:	
Account number:	
Sort code:	

Maintaining confidentiality

Any information given to the School will only be used for the purpose of processing the student's application for a 16-19 bursary. Their information, eligibility or application (whether successful or not) will not be shared with other students or staff members. Where we deem it necessary to share this information, we will only do so with the student's consent, unless the law permits us to do so without. We understand the need for maintaining confidentiality and appreciate that applications for the bursary are sensitive.

The School has the duty to protect public funds that are handled by the school. The information provided in this form may be used to prevent and detect fraud. For the same reason, the information provided may be shared with third party organisations who handle public money. The student will be informed if their information is being shared, in accordance with the GDPR. The information will be held in accordance with storage requirements defined by the GDPR and will be held for as long as necessary.

For office use only

Fill in the table below as applicable and use the eligibility checklist to outline whether sufficient evidence has been received to support the student's application.

For office use only		
Date received:		
Completed by (name):		
Date of bursary review:		
Has the student's application been accepted or declined?		
Which bursary has been approved?		
Reason for application being accepted or declined:		
Is evidence present?	☐ Yes	☐ No

Eligibility checklist	
Vulnerable bursaries only	
In care or care leaver	
Written confirmation of current or previous LAC status from relevant LA	
In receipt of Income Support	
Copy of Income Support award notice – this includes evidence that the student is entitled to the benefit in their own right and confirms that the student can be in FE	
In receipt of Universal Credit	
Copies of the Universal Credit Award notice from the last three months – this includes evidence that the student is entitled to the benefit in their own right	
Confirmation of the student's independent status, e.g. a tenancy agreement in the student's name, a Child Benefit receipt, a child's birth certificate or utility bills	
In receipt of Universal Credit or ESA and Disability Living Allowance or Personal Independence Payments	
A copy of the Universal Credit or ESA award from DWP	
Evidence of receipt of Disability Living Allowance or Personal Independence Payment	
Discretionary bursaries only	
Household income and circumstances	
Evidence of household income at either Band 1, Band 2 or Band 3	
Evidence of living in a single-parent family	
Evidence of having a dependant sibling	
Evidence of being a young carer	
Evidence of being a parent	
Evidence of being in receipt of FSM	
Travel and course information	
Evidence of living a distance from the School	

Appendix 1. 16 – 19 Bursary Fund Documentations

BURSARY GROUP	ELIGIBILTY CRITERIA	DOCUMENTATIONS REQUIRED
High Priority For defined vulnerable groups	The defined vulnerable groups are students 16 – 19 who are in: ● In care or a care leaver ● Receiving income support or universal credit in their own name as they financially support themselves. ● Receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIP) or Employment Support Allowance (ESA) In some cases a student may meet the eligibility criteria for the defined vulnerable group, however, they are not in need of the financial support or may not have any relevant costs.	● In care or a care leaver are required to provide written confirmation of their current or previous status from the relevant local authority. Either a letter or email clearly showing it from the local authority. ● Copy of Income Support or Universal Credit notice in the student's name from the DWP must be provided. ● A copy of DLA or PIP or ESA must be provided.
Medium Priority Discretionary Bursary Fund - Band 1	For students aged 16 – 19 Have a **gross** household income less than £16,190 OR Are entitled to Free School Meals	Evidence of household income such as: ● P60 AND last 3 months' payslips ● Self-employment income evidence ● Benefit award notice from DWP dated in the last 6 months. Older notices accepted **if** accompanied with recent bank statements naming benefit received ● Working Tax Credit/Child Tax Credit award notice ● Universal – 3 most recent monthly award statements to estimate assumed income for the full year ● Company or private pension statement if in receipt ● Support under VI of the Immigration Act 1999 award letter Certified letter from the Local Authority regarding Free School Meals
Low Priority Discretionary Bursary Fund – Band 2	For students aged 16 – 19 Have a **gross** household income more than £16,190 and less than £20,817	Evidence of household income such as: ● P60 AND last 3 months' payslips ● Self-employment income evidence ● Benefit award notice from DWP dated in the last 6 months. Older notices accepted **if** accompanied with recent bank statements naming benefit received ● Working Tax Credit/Child Tax Credit award notice ● Universal – 3 most recent monthly award statements to estimate assumed income for the full year ● Company or private pension statement if in receipt ● Support under VI of the Immigration Act 1999 award letter
Lower Priority Discretionary Bursary Fund - Band 3	For students 16 – 19 Have a **gross** household income more than £20,817 and less than £25,521	

Students may submit an in year application form if their personal circumstances changes, however, this will be subject to what bursary funds are left.