

Dene Magna School & Sixth Form
16-19 Bursary Application Form
Discretionary Bursary



Sections 1 – 5 should be completed by the student
 Sections 6 – 9 should be completed by the Parent/Carer

Section 1 – Student Personal Details

| | |
|-----------------|--|
| Name: | |
| Date of birth: | |
| Home address: | |
| Postcode: | |
| Contact number: | |
| Email address: | |

Section 2 – Residential Details

| | | |
|-----|--|--|
| 2.1 | Have you ever lived outside of the UK or EU? If 'Yes' please complete section 2.2 onwards. If 'No' continue to section 2.4 | Yes / No |
| 2.2 | What date did you enter the UK or EU? | |
| 2.3 | What is your current status? Please note that you will need to show proof of your residential status. [Please circle whichever is applicable]. Refugee Leave to remain Asylum Seeker Humanitarian Protection | |
| 2.4 | Please tick the option that best describes your living situation. <ul style="list-style-type: none"> ● Lives with Parents who have responsibility for you <input type="checkbox"/> ● Lives with Carers / Guardians who have responsibility for you <input type="checkbox"/> ● Other (please specify) <input type="checkbox"/> <hr style="width: 60%; margin-left: 0;"/> | |
| 2.5 | Do you currently receive any of the following in your own name? Please note you will need to provide a letter from the Department for Work and Pensions to confirm. Income Support or Universal Credit <ul style="list-style-type: none"> ● Employment and Support Allowance ● Disability Living Allowance or Personal Independence Payments | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 2.6 | Are you in receipt of Free School Meals | Yes / No |

Section 3 – Subject Confirmation

| |
|---|
| Please list below all A Level courses to be studied during your time with us: |
| |

Section 4 – Funding Needs

| Please fill out the information below to outline how much funding you require to cover each cost. WE will use the information provided in this section alongside the information outlined in sections 2 to 4 to determine the outcome of the application. | | |
|---|------|--|
| Category | Tick | Further Details – including estimated costs where relevant (with evidence where available). |
| Travel to/from Sixth Form | | Method of transport: Distance between Dene Magna 6 th Form and home: If bus, please confirm the bus operator, route/bus number: Expected costs of bus pass: £ |
| Free School Meals | | |
| Text books/revision guides for the subject(s) you are studying (please ask your teacher for the details and cost). | | Name of book(s)/guide(s): Cost per book/guide: £ |
| UCAS application, University Interviews/Open Days. Field trips or educational events. | | |
| Other education needs (please give details): | | |

Section 5 – Privacy Notice / Learner Declaration

The Information you provide on this form will be used to assess your eligibility for bursary funding for the 16-19 Discretionary Bursary. All evidence will be treated as confidential.

- I can confirm that all the information on this form and evidence provided is correct.
- I understand that this form does not guarantee me entitlement to the bursary fund.
- I understand I must adhere to the terms and conditions of the fund, including the attendance expectations set out by the school.
- I understand that if I do not adhere to these terms and conditions, I may not receive the bursary funding.
- I understand that all payments will be made “in-kind” and I will not receive any cash alternatives.
- I understand that if I leave Dene Magna Sixth Form during the academic year, I will not be eligible to receive further payments from the school.
- I understand that any equipment, books or guides remain the property of the 6th Form and will be returned at the end of my course.

| | |
|----------------------|-------|
| Signed (by Student): | Date: |
|----------------------|-------|

PLEASE NOTE THAT THIS SECTION NEEDS TO BE COMPLETED BY THE ADULT(S) WHO IS (ARE) MAINLY RESPONSIBLE FOR YOU.

Section 6 – Adult(s) Details

| | | | |
|-----|---|-----------------------|--|
| 6.1 | I am/We are the adults mainly responsible for: | | |
| 6.2 | Does the young person live with you at the address shown above? | Yes / No | |
| 6.3 | Please fill in the details below: | | |
| | Parent/Carer 1 | Parent/Carer 2 | |
| | Surname / Family name | | |
| | First name | | |
| | Relationship to student | | |
| | Email address | | |

Section 7 – Income

Do you (parent(s)/carer(s)) receive any of the following benefits?

Benefits:

The easiest way to tell us about your household income is from your Universal Credit statement. This will record your household income.

| | Yes | No | Amount |
|---|-----|----|--------|
| Universal Credit | | | |
| Income Support/Job Seekers Allowance/Employment & Support Allowance | | | |
| Person Independence Payment (PIP) | | | |
| Disability Living Allowance | | | |
| Child Benefit | | | |
| Housing Benefit | | | |
| Carers Allowance | | | |
| Council Tax Benefit | | | |
| Working Tax Credit | | | |
| Pension Credit | | | |
| Other income based benefit (Please specify) | | | |
| Please note that evidence for the above will need to be provided (for all benefits received, 3 months benefit statements must be provided. | | | |

| Other Income | Parent/Carer 1 | Parent/Carer 2 |
|--|----------------|----------------|
| Annual income from employment (please provide a copy of your most recent P60) | | |
| Income from self employment (please provide a copy of your most recent certified accounts) | | |
| Spousal Maintenance | | |
| Total yearly income from benefits listed above | | |
| Any other income | | |
| TOTAL: | | |

Section 8 – Other information

| |
|---|
| Please let us know if there is any other information to support your application. |
| |

Section 9 – Parent(s)/Carer(s)/Carers(s) Declaration

The information you provide on this form will be used to assess your child’s eligibility for the 16-19 Discretionary Bursary. **All evidence will be treated as confidential.**

- I can confirm that all the information on this form and evidence provided is complete and correct. Please be aware that giving false or incomplete information that leads to an incorrect payment will result in funds being recovered and may lead to future payments being stopped and a possible referral to the police leading to prosecution.
- I understand that this form does not guarantee my child entitlement to the bursary fund.
- I understand my child must adhere to the terms and conditions of the fund, including behaviour, attendance and punctuality expectations set out by the school.
- I understand that if my child does not adhere to these terms and conditions, they may not receive the bursary payment.
- I understand that all payments will be made “in-kind” and that no cash alternatives will be made.
- I understand that if my child leaves Dene Magna 6th Form during the academic year, my child will not be eligible to receive further payments from the school.
- I understand that any equipment, books or guides remain the property of the 6th Form and will be returned at the end of the course.
- I understand that the school has the right to make an independent check of any evidence produced

| | |
|-----------------------------------|-----------------------------------|
| Signed (Parent/Carer 1): | Signed (Parent/Carer 2): |
| Date: | Date: |

Procedure

1. Application form to be completed by the student and submitted to the 6th Form Office.
2. Within 10 working days your application will be assessed.
3. You will then be informed of the decision: reasons will be given for rejection of an application in whole or in part.
- 4 You are entitled to appeal against any decision (See Bursary Statement).