Coombe Wood school

APPLICATION FOR 16-19 BURSARY FUNDS 2026 - 2027

Please complete the form accurately. Should you have any questions please speak to Mrs Nat or Mr.Brack in SixthForm.

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

SECTION 2: Please provide details of any Carer/Parent you live with (you must provide financial evidence for all adults contributing to the household income)		
	Adult 1	**Adult 2**
Surname/Family Name		
First Name		
Relationship to applicant		
Adult 1 email address		
Adult 2 email address		
Adult's signature		

Section 3: Vulnerable Bursaries
This section is for students who may be eligible for a vulnerable bursary of up to £1,200. If any of the below criteria apply, you are eligible to apply for a vulnerable bursary. Each application is assessed on a case-by-case basis and eligibility does not entitle any student to receive the bursary. If you are eligible for a vulnerable bursary, but assessment finds that you do not require it, e.g., there are no financial needs or financial needs are already met via alternative means, then you may not be allocated a bursary, or a reduced amount of funding may be offered. Note: In accordance with DfE statutory rules, students aged 19 or over on 31 August 2026 are NOT eligible for the Bursary for Defined Vulnerable Groups.

Section 3: Vulnerable Bursaries cont'd **Please tick as appropriate. If you ticked 'No' to all these questions, please skip the rest of this section and go to section four.**		
Are you in care?	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 supporting 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 ☐

Evidence you will need to provide
If any of the above criteria apply, you must provide suitable evidence to support your application. Copies of this evidence will be retained for six years for auditing purposes. Please provide evidence as follows: ● If you are in care or a recent care leaver: written confirmation, such as a letter or an email, of your current or previous looked-after child status from the relevant local authority (the local authority that looks after you or provides your leaving care services) ● If you are in receipt of Income Support: a copy of the Income Support award notice, which must evidence that you are entitled to the benefit in your own right and confirm that you can be in further education or training ● If you are in receipt of Universal Credit: copies of the Universal Credit Award notice from the last **three months,** which must evidence that you are entitled to the benefit in your own right, as well as additional documentation to confirm your independent status, e.g., a tenancy agreement in your name, a Child Benefit receipt, a child's birth certificate or utility bills ● If you are 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 the Department for Work and Pensions, as well as evidence of your receipt of Disability Living Allowance or Personal Independence Payment. Please see appendix 1 for further information.

Section 4: Discretionary Bursaries
This section is for students who may be eligible for a discretionary bursary. These will be allocated on different levels (L1, L2 or L3) based on your needs. We assess applications for discretionary bursaries on a case-by-case basis. If your application is successful, the panel will decide the allocated needs. Household income will be considered alongside the other factors in this section to determine your needs. Please see appendix 1 for further information. **You must provide financial evidence for all adults contributing to the household income.**

Household income and circumstances		
Are you aged 16, 17 or 18?	Yes ☐	No ☐
Are you aged 19 or over and completing a course, you began aged 16-18?	Yes ☐	No ☐
Do you have an EHC plan in place?	Yes ☐	No ☐
Are you a young carer?	Yes ☐	No ☐
Have you been in receipt of free school meals in Year 11?	Yes ☐	No ☐
Have you been in receipt of free meals in Year 12 due to benefit related eligibility?	Yes ☐	No ☐

Please tick which household income is applicable to you		
Is your total household income less than, or equal to, £16,190?	Yes ☐	No ☐
Is your total household income more than £16,190 but less than, or equal to, £20,817?	Yes ☐	No ☐
Is your total household income more than £20,817 but less than, or equal to, £32,000?	Yes ☐	No ☐
Travel and course information		
Do you live 8 or more miles away from WCGS Sixth Form?	Yes ☐	No ☐
Do you have a 16+ / 18+ TFL Oyster zip card?	Yes ☐	No ☐

Household Details- Please state who you live with and their relationship to you		
Name	**Relationship to you e.g., mother, father, sister etc.**	**Age if under 16**

Section 5: funding needs		
Please fill out the table below to outline how much funding you require to cover each cost and, where applicable, the length of time you require the funding for, e.g., six months of transport. The panel will use the information provided in this section alongside the information outlined in sections three and four to determine the outcome of the application.		
Item	**How much will you need? (£)**	**How long for? (months)**
Textbooks – please specify below which textbooks:		
Uniform cost – Max cost £200 for 1 suit, a pair of shoes, 3 shirts or blouses.		
Educational trips linked to your subjects		
University open days/ interviews at university		
The loan of Laptop. (Bursary awards cannot be used to purchase laptops or graphical calculators).	**Yes** **No**	**If your application is approved you will sign a loan agreement for one academic year.**
Other (please specify)		

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 SEE APPENDIX 1. Not providing the correct evidence will delay the process of your application. Should you need further assistance please contact Mrs Nat, Sixth form administrator, by emailing sixthform@coombewoodschool.co.uk

Please add any further information to support your application. Please attach any additional A4 papers used to support your application at the back of your application form.

Section 6: Bank Details
Please complete the table below with details of your bank account. This should be your own bank account, not the bank account of a parent. Payments can only be made to joint accounts where you are the named account holder. Joint account holders must attach a current account statement to this form as evidence. Students and parents should note that, should an application be successful, the Panel will make in-kind payments wherever possible, e.g., in books or equipment. Payments made directly to bank accounts will only be made where in-kind payments are not possible.

Bank or building society details (Must be the student's bank account)	
Name of bank	
Address of branch	
Name of account holder	
Account number	
Sort code	

Section 7: Important Information
Dates for submitting application
All applications for the bursary should be submitted by 21st September. This will enable us to assess the overall demand and distribute discretionary awards correctly and fairly. We understand, however, that some needs may arise throughout the academic year. There will be no cut-off date for any application, in order to ensure students' needs can be met throughout the academic year. Wherever possible, however, applications should be submitted by the date outlined above so that funds can be distributed at the beginning of the next academic year. Students and parents should note that we would review students' bursaries every year to ensure that they still require the support they receive.

Meeting attendance and behaviour expectations

For an application to be successful you must meet the agreed standards for attendance and behaviour set by CWS sixth form. You must adhere to the Attendance Policy and Behaviour Policy and have a minimum attendance rate of 95% at timetabled lessons and punctuality above 96% to continue to be eligible for a bursary. Authorised absences will not affect your eligibility for the bursary. Holiday breaks and unauthorised absences are not permitted during school time and will affect your eligibility.

Students and parents should be aware of the impact that poor attendance and behaviour may have on eligibility for a bursary. Where there are concerns regarding attendance or behaviour, the Panel may withhold further payments of the bursary. The Panel will also stop payments where a student has been absent for a period of four consecutive weeks or more, excluding holidays or if there is evidence the student intends to return.

Providing false information

Students and parents must be aware that any evidence provided to support this application must be valid. The Panel has the right to investigate any false information supplied and will stop further payments, and attempt to recover any past payments, where it is apparent that supplied information is misleading or fraudulent.

If significant fraud is identified, the Panel will report this to the Education and Skills Funding Agency and may also report it to the police. Significant fraud involves the following:

- The amount of money is in excess of £1,200
- The particulars of the fraud are novel, unusual, systematic or complex
- There is likely to be great public interest due to the nature of the fraud or the people involved

Maintaining confidentiality

Any information given to the Panel will only be used for the purpose of processing your application for a 16-19 bursary. Your information, eligibility or application (whether successful or not) will not be shared with other students, members of staff, or other parties unless necessary for the application. Where we deem it necessary to share this information, we will only do so with your 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 Panel has a duty to protect public funds it handles. 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. You will be informed if your information is being shared, in accordance with the UK GDPR and Data Protection Act 2018. The information will be held in accordance with storage requirements defined by the UK GDPR and will be held for as long as necessary.

Section 8: Declaration	
I confirm that the information provided in this application is accurate and correct. I understand that any incorrect information provided will lead to the rejection of the 16-19 bursary application. If any information presented in the form changes, I will inform the Finance Officer immediately to ensure funding is allocated correctly.	
Name (student)	
Signature	
Date	
Name (parent)	
Signature	
Date	

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.

Details		
Date application received		
Application & evidence checked by		
Date of bursary review		
Has the student's application been accepted or declined?	Accepted ☐	Declined ☐
Reason for application being accepted or declined		
Is evidence present?	Yes ☐	No ☐
If any, which bursary has been approved?		Not approved ☐
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 or training		☐
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 the Department for Work and Pensions	☐

Evidence of receipt of Disability Living Allowance or Personal Independence Payment	☐
Discretionary bursaries only	
Household income and circumstances	
Evidence of household income at for all adults	☐
Evidence of living in a single-parent family	☐
Evidence of having a dependent 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 8 or more miles away from the Panel	☐

Appendix 1. 16 – 19 Bursary Fund Documentations

BURSARY GROUP	ELIGIBILITY CRITERIA	DOCUMENTATIONS REQUIRED
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. • If you are 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 the Department for Work and Pensions, as well as evidence of your receipt of Disability Living Allowance or Personal Independence Payment.
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 3 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
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 3 months. Older notices accepted **if** accompanied with recent bank statements naming benefit received

Discretionary Bursary Fund Band 3	For students 16 – 19 Have a gross household income more than £20,817 and less than £32,000. No Recourse to Public Funds capital threshold £22700 per annum – no money will be given only items in kind	• 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 letters