

APPLICATION FORM FOR 16-19 BURSARY

N.B: This form should be submitted with the required evidence and handed into the School Business Leader at the Newark Orchard School.

SECTION 1 – Student Details (please print details and complete in black ink)

First Names:	Date of Birth:
Surname:	
Address:	Male / Female
Postcode:	Home telephone No:
Email:	Mobile No:

SECTION 2 – Vulnerable Bursary (£1,200 per annum). Please tick as appropriate:

Eligibility Category	Please Tick Category	Supporting Documentation Supplied
I am living in care	☐	
I am a care leaver	☐	
I am in receipt of Income Support or Universal Credit in my own name	☐	
I am in receipt of Employment Support Allowance (ESA) or Universal Credit and Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in my own name	☐	

(If you are applying for a Vulnerable Bursary and have completed Section 2 please now go to Section 4)

SECTION 3a – Discretionary Bursary

I am a student who permanently lives in a household whereby my parents/guardians receive one of the following - please tick as appropriate, after reading the full Guidance Notes on page 1:

Income Support	☐
Income-based Job Seekers Allowance	☐
Income-related Employment and Support Allowance (ESA)	☐
Child Tax Credit (provided parents/carers are not entitled to Working Tax Credit and have an annual income (as assessed by HMRC) that does not exceed £16,190	☐
Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit	☐
Support under Part VI of the Immigration and Asylum Act 1999	☐
Guarantee element of State Pension Credit	☐
Universal Credit (UC) with net earnings not exceeding the equivalent of £7400 for each year	☐

Please note: If you are not in one of the above categories you must provide proof of household income, Section 3b

SECTION 3b - Financial Assessment – Total Household Income £16,190 or less*

To be completed by the person(s) responsible for the household bills

Name of Person receiving income:	Are you employed?	Name:
1.	Yes / No	If yes, please submit P60 or other Inland Revenue acceptable proof, i.e. March pay slip
2.	Yes / No	If yes, please submit P60 or other Inland Revenue acceptable proof, i.e. March pay slip

*The only income we calculate is on taxable income

SECTION 4 – Proof of Income/Benefit/Supporting evidence

Whatever you have declared in Sections 2 or 3 must be supported with evidence in order for an assessment to be made. The tables below show the evidence you will need to supply with this application. ***Please tick the ones you are providing.***

Type of Income	Evidence Required	Tick if Supplying
Annual Salary	P60 for tax year 2024-25, March 2025 payslip, or Working Tax Credit Award Notice marked 2024-25	☐
Income Support	Entitlement / Award letter – dated within the last 3 months	☐
Job Seekers Allowance (income based)	Entitlement / Award letter – dated within the last 3 months	☐
Other relevant benefit: (i.e. Free School Meals Award)	Entitlement / Award letter – dated within the last 12 months	☐
Grants or bursaries etc	Relevant paperwork detailing entitlement and amount paid	☐
Any other income/ evidence	Relevant paperwork/supporting evidence/letters Distance from school, number of children in household etc	☐

SECTION 5 – Student Bank Account Details

Bank Name	
Branch Location	
Name of Account Holder	
Sort Code	
Account Number	
Email Address**	
Relationship to account holder if not using own details	

** email address will only be used for the notification of payments/payment queries.

Please note: It is your responsibility to inform us if your bank account details have changed, failure to do so may result in payments being made to the wrong account.

If you do not have a bank account and are unable to obtain a bank account in your name then we can make payments into the account of your parent/guardian, carer or the person with whom you live. If you would like to do this, please enter their bank details in the section below and indicate what relationship you have to the person.

SECTION 6 – Further Information

Please give any details below of any other circumstances that you would like us to know about, to support your application. Please also note here if you would wish the School to look after the amount of bursary on your behalf.

SECTION 7 – Declaration

Please read the declaration below carefully before signing:

1. I declare that the statements made on this form are true and to the best of my knowledge and belief, are correct in every respect. I undertake to supply any additional information that may be required to support this application. I understand that if I refuse to provide information relevant to my claim the application may not be accepted. I also undertake to tell the School of any change in my circumstances in writing. I agree to repay the School in full and immediately any sums advanced to me if the information I have given is shown to be false or deliberately misleading.
2. I am aware that the funding covers only this school year and that I must re-apply next year; there is no guarantee that I will receive funding for future years even if I am eligible for the current year.

Signed (Student):

Date:

Signed (Parent or Carer of named above):

.....

Please print name:

Date:

Please note: Applications for 2025/26 should be returned by 3 October 2025 at the latest. Applications after this date will be welcome but will be considered in the light of funds available.

For School use only:

Date Received:.....

Bursary Approved: Yes or No

Vulnerable Bursary / Discretionary Bursary

Amount Awarded:

Authorised By:..... Date:.....

Additional Notes/Reason Not Approved

Please return to: School Business Leader, Newark Orchard School, London Road,
Balderton, Newark. NG24 3AL or email to Sadie.fletcher@newarkorchard.notts.sch.uk