



### BURSARY FUND APPLICATION FORM

The 16-19 Bursary Fund is given to support sixth form students in financial hardship. We aim to achieve fairness and consistency in the distribution of the 16-19 Bursary Fund, which is a limited fund given by the Education Funding Agency. For 2017-18 Reading School was allocated a total fund of approximately £6,227.

There is a discretionary sum, as indicated in the Category B section below, and a fixed bursary as established in Category A.

This application form is for any parent or student who believes their financial position may disadvantage sixth form study. It is normally anticipated that parents or carers will complete the form on behalf of their son and return it to [finance@reading-school.co.uk](mailto:finance@reading-school.co.uk)

If you would like to discuss the form or your own circumstances please do email the Deputy Headmaster, Mr Evans [cevans@reading-school.co.uk](mailto:cevans@reading-school.co.uk)

Please note that Bursary Awards are conditional upon:

- Prompt arrival for registration and all lessons.
- Lesson attendance above 95%.
- Maintaining good behaviour and attendance.
- All coursework, homework and assignments being completed to the best of ability and on time.

**Student Name:**

**Tutor Group:**

**Bank Account Details for Payment:**

Bank: \_\_\_\_\_

Account Holder's Name(s) \_\_\_\_\_

Sort Code:    \_\_\_  \_\_\_  -  \_\_\_  \_\_\_  -  \_\_\_  \_\_\_

Account No: \_\_\_\_\_

## Eligibility

Please check carefully which category you believe may entitle you to a 16-19 bursary.

### Category A

This category entitles a student to an award of £1200 per annum. The criteria are established by Department for Education/ the Education Funding Agency.

#### Please tick any boxes which apply.

- Student is personally in receipt of income support or Universal Credit
- Student is personally in receipt Personal Independence Payment (PIP) *and* Employment and Support Allowance (ESA) or Universal Credit and Disability Living Allowance
- Student is in care, was previously a looked after child or is a recent care leaver
- Student is in receipt of Disability Living Allowance *and* Employment and Support Allowance (ESA) or Universal Credit and Disability Living Allowance

### Category B – Discretionary awards up to a maximum of £600 per annum

This category is established by Reading School to extend support to any sixth form students facing hardship.

#### Please tick any boxes which apply.

- Student was eligible for Free School Meals in Year 11
- Student has been eligible for 'pupil premium'.
- Household income < £25,500 per annum (please provide bank statement, salary statement or self-assessment evidence)
- The student or family currently face exceptional circumstances (please attach a letter of explanation).

Signed:

Date:

Address:

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#### For Internal Use – confirmation of eligibility:

Signed:            Date:

Name:

Position:

Once complete please retain on Student file and pass a copy to finance to set up payment profile.