

PARKSTONE GRAMMAR SCHOOL
POST 16-19 BURSARY FUND APPLICATION FORM FOR ACADEMIC YEAR 2023 – 2024
LEVEL 2: DISCRETIONARY AWARD



This can be used to support various aspects of your education including transport, equipment, visits and other course related costs where household income is low.

Part 1: Student Details

Surname:	First name(s):
Date of Birth:	Age on 31/08/2023:
Home Address:	Home Tel:
	Mobile Tel:
Post Code:	E-mail:

Part 2: Parents or Carers Details of Current Home Address

Parent/Carer 1

Surname:	Title and First Name:
Home Address (if different from above):	Home Tel:
	Mobile Tel:
Post Code:	E-mail:
	Employment Status:

Parent/Carer 2

Surname:	Title and First Name:
Home Address (if different from above):	Home Tel:
	Mobile Tel:
Post Code:	E-mail:
	Employment Status:

Part 3: Household Residents

Name	Relationship to you	Age if under 16

Part 4: Course Details

Please list your subjects:

Part 5: Support Required:

Please indicate the support you require by completing the box below.

It may not be possible to provide assistance with all the items you request.

**delete as appropriate*

<p>Have you been resident in the UK for the whole of the three-year period preceding your course, other than for the purpose of full-time student? Yes* <input type="checkbox"/> No* <input type="checkbox"/></p> <p>If 'NO' please give the date you moved to the UK</p>		
School Meals		
<p>Are you currently in receipt of Free School Meals Yes* <input type="checkbox"/> No* <input type="checkbox"/></p> <p>If you are not currently in receipt of Free School Meals, do you wish to apply for assistance towards the cost of meals Yes* <input type="checkbox"/> No* <input type="checkbox"/></p>		
Transport to/from school		
<p>Do you wish to apply for assistance with the cost of travelling to and from school by bus and reside over 2 miles from school. Yes* <input type="checkbox"/> No* <input type="checkbox"/></p> <p>https://www.freemaptools.com/distance-between-uk-postcodes.htm</p> <p>If your application is successful, we will contact you regarding the purchase of a Bus Pass</p>		
General Requests		
<p>(a) Resources & Trips relating to your subject will be requested by your Subject Teacher</p> <p>(b) Specific Requests – will be considered on an individual basis following receipt of a letter outlining the request addressed to PupilPremium@parkstone.poole.sch.uk</p> <p>Examples below -</p> <ul style="list-style-type: none"> • Higher Education Visits • Additional Printing Credit <p><i>Please do not proceed with any expenditure prior to approval being received</i></p>		
Music Tuition		
<p>I require assistance towards my Music Tuition Yes* <input type="checkbox"/> No* <input type="checkbox"/></p>		
How will the bursary payments be paid?		
FREE SCHOOL MEALS	£2.50 will be uploaded daily to Biometric Fingerprint Account. Money does not roll over to the next day	
MEALS	£2.50 will be uploaded daily to Biometric Fingerprint Account. Money does not roll over to the next day	
TRAVEL	Bus Passes will be provided	
RESOURCES & TRIPS	Payment organised by Finance Department	
SPECIFIC REQUESTS	If approved, items will be purchased on students' behalf	

Part 6: Income Details for your Household

IF YOU ARE APPLYING TO THE 16-19 BURSARY FUND DUE TO YOUR HOUSEHOLD INCOME
PLEASE COMPLETE SECTION 6A

IF YOU ARE APPLYING DUE TO SIGNIFICANT CARING RESPONSIBILITIES,
PLEASE COMPLETE SECTION 6B

The school will need to take account of your financial circumstances. **Please complete all amounts received** in the boxes below for the household. You must indicate which of the following benefits/income you are currently in receipt of and provide the **evidence indicated**. If you have recently applied for Universal Credit but been unsuccessful please detail on a supporting letter. **Do not include** the student's own income from any part-time work.

Please do not leave any blanks. If you do not have the specified evidence but there are special circumstances which apply, you must submit a supporting letter outlining these.

Section 6A – Application due to household income				
	Type of Income	Annual Gross Amount Received <i>(Where no financial assistance is received, please state £0.00)</i>	Evidence Required	School use only
1.	Universal Credit	£	Payments for the previous 3 months	
2.	Income Support	£	Most recent Award letter	
3.	Jobseeker's Allowance (income based)	£	Most recent Award letter	
4.	Housing Benefit	£	Most recent Award letter	
5.	Council Tax Benefit	£	Most recent Award letter	
6.	Working Tax Credit	£	Pages 1-4 of your most recent Tax Credit Award Notice.	
7.	Child Tax Credit	£	Pages 1-4 of your most recent Tax Credit Award Notice.	
8.	Pension Credit (Guarantee Credits only)	£	Most recent Award letter	
9.	Income-based Employment and Support Allowance (ESA)	£	Most recent Award letter	
10.	Other: Eg Benefits/Pensions (please specify)	£	Most recent Award letter	
11.	Earned income	£	Most recent P60	
12.	Self-employed with no additional benefits	£	Audit accounts.	
	TOTAL ANNUAL INCOME:	£		

Section 6B – Application due to significant caring responsibilities	
Please complete information below:	
Who are you caring for?	
Details of caring responsibilities and Impact on your studies	
Where possible, please provide evidence, such as medical documentation or a supplementary written statement	

Thank you for your application, it will now be considered by the Bursary Panel and you will be informed of the decision as soon as possible. **The Discretionary Learner Support Fund is cash limited and can only be allocated whilst funds last. Funding cannot be guaranteed for the whole year nor in cases of over-demand.**

Part 7: Declaration - please tick the boxes to confirm you agree to the below.

- I certify that the information given above is correct and understand that the school has the right to reclaim any funds and equipment if I am found to have provided incorrect information or do not complete my course. I will advise the school immediately if my household circumstances change

- I understand that cases of false or incomplete information may result in a referral to the police with a possibility of prosecution

- I understand that in the event of students failing to meet expectations of attendance, any allocation of the 16-19 Bursary Fund will be reviewed

- I will return any purchased educational resources to be used by future students where applicable

Signature of parent/carer:	
Signature of student:	
Date	

Please return this form to the Bursary Team in the School Office