



Complete and return to Sixth form Office



Highfields Sixth Form 16-19 Bursary Fund Application Form 2023/24

(Please see 'Financial Support for students 2023/24')

All applications must be received by Wednesday 20 September 2023

(Applications received after this date might not be considered)

Section 1: Student Details

Surname / Family Name:	
First Names:	
Date of Birth:	
Address:	
Postcode:	
E-mail address:	
Home phone no:	
Mobile phone no:	

To be completed by the student:

If you live separately from your parents/guardian, or if you live in foster care or accommodation provided by the local authority, or if you are a care leaver, please tick the following box, and we will get back to you for the evidence required. You may be entitled to a larger bursary.

If you are receiving any Governmental allowances or benefits in **your name**, please tick here, and we will get back to you for the evidence required. You may be entitled to a larger bursary.



Complete and return to Sixth form Office



Section 2: Household Income Details

This section should be completed by the student's parent(s)/carer(s)

Total Household income

Total household income refers to the total of all income and benefits, including income from pensions.

(Please circle level of total household income):

Under £16,190	£16,191-20,000	£20,001-25,000	£25,001-30,000
----------------------	-----------------------	-----------------------	-----------------------

Household income under £16,190

If your household income is under £16,190, you should apply online to the Council for Free School Meals. Do this by searching online for 'Derbyshire Free School Meals'. There is an online application to fill out. If you are successful in that application, then you do not need to provide us with any further evidence. We will then pay the student the full bursary (and in addition the student will be able to get free school meals – because of the fingerprint payment system at school, no one else will know but the student that they are not paying for the meal). You do not need to provide further information, but please sign the Declaration in Section 3.

If any of your children currently receive Free School Meals, then you will not need to provide further evidence, but you must sign the declaration below and also complete the section 3 declaration:

'I confirm that (name of student) currently receives Free School Meals from Derbyshire County Council, and nothing has changed in our Total Household Income since our application for Free School Meals which would mean we are no longer eligible for Free School Meals'.

Household income between £16,191 and £30,000

Evidence required to show total household income.

You must give us copies or the originals of one or more of the following:

With this application form, I am sending to school (please tick):

- **P60** for tax year 2022-23
- or **payslip** for the last week/month in tax year
- **Universal Credit Award Notice** – please supply the **3 most recent monthly award statements**



Complete and return to Sixth form Office



- or verified Self-Assessment Forms from the tax office (if self-employed)
- and/or details of any benefits or allowances received (including pensions) – (These could include but not exclusively: **Income Support, Income-based Job Seekers Allowance, Employment Support Allowance, Child Tax Credit, Working Tax Credit, Disability Living Allowance, Housing Benefit or Carers Allowance**)

You must show us the letter of Entitlement or Award for the benefits/allowance for 2022-23

I have added together all the income (including pensions income) and all the benefits that our household receives, and the total is: (please complete)

Total Household Income is:

£

Section 3: Declaration

Please read the declaration below carefully before signing:

I confirm that the details on this application are true and accurate. I undertake to supply any additional information that may be required to support this application. I understand that if I refuse or am unable to supply information relevant to this claim the application cannot be considered. I also undertake to inform the school of any change in circumstances in writing. I agree to repay the school in full and immediately any sums advanced if the information I have given is shown to be false or deliberately misleading. I am aware that the funding covers only this school year and that I must re-apply for any further funding. I am aware there is no guarantee that funding will be received for future years even if the student is eligible for the current year.

Name:
(please print)

Signature:

Date:

Privacy notice:

The information that you provide on this form will be used to assess student eligibility for a 16-19 Bursary payment and treated in the strictest confidence. This information may be shared with other organisations for administration and statistical purposes: these could include the Young People's Learning Agency for England, the DFE and DCC. Highfields School is registered under the Data Protection Act 1998.

Please return this form complete with original documents to Sixth Form Office. Once confirmed, documentation will be returned.