



16-19 Bursary Fund Application Form

Prior to completing this form please read the 16-19 Bursary Fund Policy included in this document.

Student's Details

Surname/Family Name:	
First Names:	
Date of Birth	
Address	
Post Code	
e-mail address	
Home/Mobile Phone	

Please state what you require financial support with and how much?

Travel to School	YES	☐	How much? £
Books/Equipment	YES	☐	How much? £
School Visit/Trips	YES	☐	How much? £
Meals	YES	☐	How much? £
Exam re-sits	YES	☐	How much? £

Are you (the student)			
In Care? (or a Care Leaver)	YES	☐	NO ☐
In receipt of Income Support? (or Universal Credit)	YES	☐	NO ☐
In receipt of Employment Support Allowance/ Disability Allowance? (or Universal Credit)	YES	☐	NO ☐
Entitled to receive free school meals?	YES	☐	NO ☐
Will you receive any other income during the academic year, eg part-time employment	YES	☐	NO ☐

Bank or Building Society Details

To receive payments, you must have a bank account in your own name that will accept BACS payments.	
Name of Account Holder	
Name of Bank/Branch	
Sort Code and Account no	

I have read and understood the criteria for allocation and confirm and accept the conditions stated. I also confirm that the details above are true and accurate.

Signature		Date	
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Parent/Carer Details

Surname/Family Name:	
First Names:	
Address (if different from learner details)	
Post Code	
National Insurance Number	
Phone (Home/Mobile)	

Income Details (For Household)

What is your TOTAL HOUSEHOLD INCOME?

£

YOU MUST COMPLETE THE BOX ABOVE AND PLEASE SEND EVIDENCE OF YOUR TOTAL HOUSEHOLD INCOME FOR ALL ADULTS

(eg wage slip, benefits statement/letter that is for the current financial year 26/27)

- WITHOUT THIS WE ARE UNABLE TO PROCESS YOUR APPLICATION.

Type of Income		Yes/No	Evidence required
A	Income Support (or Universal Credit)		An award letter which is less than 3 month old on the date of application
B	Working Tax Credit / Child Tax Credit		Pages 1-4 of your most recent Tax Credit Award
C	Income-based Employment and Support Allowance (ESA) (or Universal Credit)		An award letter which is less than 3 month old on the date of application
D	Other Benefits/Pensions (specify)		An award letter which is less than 3 month old on the date of application
E	Employment Income		Include last 3 monthly wage slips or last 6 weekly wage slips or 4 fortnightly wage slips
F	Self-employed earnings		Audited accounts or official tax return

I/we confirm that the details on this application are true and accurate.

I/we understand that it may be necessary for student services to use information given or share information provided within the school to prevent and detect fraud.

Signature		Date	
Parent/Carer:			
Please print name in Capitals.			

Hillcrest School Bursary Policy

WHAT IS THE 16-19 BURSARY FUND?

The fund is made available from the government through its funding body - Education and Skills Funding Agency (ESFA) to help the most vulnerable 16-19 year olds in full-time education and is made up of two elements:-

- A bursary of £1,200 a year for young people in the following defined **vulnerable groups**: in care; care leavers; young people in receipt of Income Support or Universal Credit; and disabled young people in receipt of Employment Support Allowance who are also in receipt of Disability Living Allowance or Personal Independence Payments.
- **Discretionary bursary** awards made by institutions to young people in ways that best fit the needs and circumstances of their students. Bursary awards should be targeted towards those young people who face the greatest financial barriers to participation; such as the costs of transport, meals, books and equipment.

WHO IS ELIGIBLE TO APPLY FOR 16-19 BURSARY FUNDING?

- To be eligible to receive a 16-19 Bursary in the 2026/27 academic year, the young person must be aged 16 or over and under 19 on 31 August 2026.
- Young people should satisfy the residency criteria
- Young people should be participating in provision that is subject to inspection by a public body that assures quality (e.g. Ofsted).

WHO IS NOT ELIGIBLE FOR 16-19 BURSARY FUNDING?

- Young people on higher education (HE) courses, with the exception of those participating in HE access courses.
- Young people on waged Apprenticeships or any learning or training.
- Young people in prison or a young offender institution.

HOW DOES HILLCREST SCHOOL ASSESS APPLICATIONS AND ALLOCATE 16-19 BURSARY FUNDING?

FOR STUDENTS THAT MEET THE “DISCRETIONARY BURSARY FUNDING”

The Discretionary Bursary Fund is a limited fund and Hillcrest School will assess each young person's actual need for financial support before determining whether to make an award towards the costs of transport, meals, books and equipment and if so how much. ***This assessment will be documented and retained for audit purposes.***

DISCRETIONARY BURSARY FUNDING - amount allocated at the Academy's discretion
Students who fall into the following category:- • Have a total annual household income of below £28,000. Hillcrest School will assess each young person's actual need for financial support before determining whether to make an award towards the costs of transport, meals, books and equipment and if so how much.

FOR STUDENTS THAT MEET THE “VULNERABLE GROUP BURSARY”

Funding for students in the defined vulnerable groups will be held centrally and Hillcrest School will be required to apply for funding for the students that meet the criteria from the Learner Support Service.

Institutions are still responsible for identifying and assessing a young person's eligibility and must ensure they have seen appropriate evidence before they draw down funding.

VULNERABLE GROUP BURSARY - £1,200

Students who fall into one of the following categories:-

- Young people who are looked after (in care).
- Are leaving or have recently left care.
- Are in receipt of Income Support (or Universal Credit) in their own name.
- Are disabled and in receipt of both Employment Support Allowance and Disability Living Allowance (or Personal Independence Payments).

Eligible students will be guaranteed an annual £1200 bursary towards the cost of transport, essential course equipment, trips, uniforms, materials, childcare costs and exam re-sit fees.

WHAT CRITERIA DO STUDENTS NEED TO MEET FOR CONTINUED PAYMENT OF 16-19 BURSARY?

Student's attendance and coursework will be monitored and reviewed.

Bursary allocation will be based on the criteria outlined below:-

- Have an attendance rate of a minimum of 95%.
- Be punctual to all lessons and registration.
- Attend all assemblies and enrichment sessions.
- Complete a leave of absence in advance for any time you need to take off.
- Meet expectations of all sixth form students as outlined in the sixth form code of conduct.
- Make good progress against your targets and attend all examinations.

HOW DO STUDENTS APPLY FOR THE 16-19 BURSARY FUND?

The deadline for all applications is Friday 9th October 2026. Please return your completed application form and original evidence documents to the finance office at form time (who will take copies and give you the originals back) **Forms that are not fully completed or do not have all the required income evidence will not be able to be assessed and will be returned.** Applicants will be notified the outcome of their application by end of October.

WHAT IS THE HILLCREST 16-19 BURSARY FUND APPEALS PROCEDURE?

If a student wishes to appeal against the allocation of the 16-19 bursary fund the reasons for the appeal need to be put in writing, along with any documentary evidence, and sent to Mr Sam Abbotts, Headteacher. The Appeals Panel will consist of: Headteacher, Deputy Headteacher and one Member of the Governing Body Finance and Operations Committee. Each appeal will be reviewed on a case by case basis against the published criteria for eligibility.

IMPORTANT CONDITIONS – Please note:

- **To qualify all applicants attendance must not fall below 95% (for the previous term) Failure to meet this per term will result in immediate disqualification of funds.**
- The Academy reserves the right to stop payments immediately should a student's attendance, **or** **behaviour** become unacceptable. In addition, the Academy can request a full refund of any payments made should the student leave prior to the end of their studies.
- Funds are limited and will be allocated based on the criteria above.
- **Evidence must be the current financial year and original documents** – applications cannot be assessed without this information.
- All students who receive bursary funds will be expected to provide details of how it has been **spent on supporting their education.**