

Application for the 16–19 Bursary Fund 2023/24

Please complete this form and return it, fully completed, to
Church Lawton School Office

Please note, the deadline for receipt of applications is Friday 13th October 2023.
(Applications received after this date will be considered but will not be backdated)

To be completed by the student

I wish to apply for a 16-19 Bursary from Church Lawton School and enclose relevant supporting evidence to validate my application.

I understand that I must meet weekly attendance requirements of 95% to ensure continued support and receipt of Bursary payments.

Name of Student: Signature of Student:

Name of Parent/Guardian: Date.....

Personal Details

Current Address:	Parent(s) Name and Address: <i>if different to your current address</i>
Date of Birth:	
Age on 31 st August 2024 <small><i>You must be aged 16 or over but under 19 at 31 August 2023</i></small>	
Email address for correspondence:	

Method of Payment

If you receive a bursary it will be paid to you by a credit transfer system (BACS).	
Account name	_____
Sort code	___ - ___ - ___
Account number	_____
<i>The payment will normally be made to yourself not a parent or carer. However, if the bursary is to cover a specific item, the funds are sometimes paid directly to the provider of the item.</i>	

Information to support your application.

	Example Evidence Required – see <i>Information letter for further examples</i>	Office Use Only
1. Do you (the student) receive both Disability Living Allowance and Employment Support Allowance in your own right? Yes <input type="checkbox"/> No <input type="checkbox"/>	Entitlement / award letter dated within the last 3 months	
1. Are you in Care / a Care Leaver? Yes <input type="checkbox"/> No <input type="checkbox"/>	Letter from your local authority	
2. Are you eligible for Free School Meals (application submitted to Cheshire East LA)? Yes <input type="checkbox"/> No <input type="checkbox"/>	Confirmation letter from Cheshire East Local Authority	
3. Do you (the student) receive Income Support in your name? Yes <input type="checkbox"/> No <input type="checkbox"/>	Entitlement / award letter dated within the last 3 months	
4. Is your annual gross combined household income (before tax) under £ 20,000 <input type="checkbox"/> between £20,000 - £25,000 <input type="checkbox"/> Over £25,000 <input type="checkbox"/>	Current Working Tax Credit Award (Full Award Notice) or Universal Credit Award Notice (please provide 3 most recent monthly award statements)	

Reason for application.

(Please refer to the Information for Students and Parents Document)

Which bursary/bursaries are you applying for? <input type="checkbox"/> Vulnerable Bursary <input type="checkbox"/> Discretionary Bursary: Towards Free School Meals <input type="checkbox"/> Discretionary Bursary: Other <input type="checkbox"/> Discretionary Bursary: Travel costs over £800 <input type="checkbox"/> One off payment to cover a particular event / activity <input type="checkbox"/> Other	
Details of what you require and why you need it	Amount Requested (£)

Student and Parent(s) Declaration

5. The declaration below must be signed by all students **and** by the parent(s) and their parent's partner if income details have been provided in question 4.

Please read the declaration below and read carefully before signing:

1. I/we certify that the information in this application is true and accurate.
2. I/we understand that it is my responsibility to supply any additional information that may be required to verify the particulars given.
3. I/we will inform the school of any change of circumstances.
4. I/we 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.
5. I/we understand that any payments are conditional upon meeting my school's expectations of attendance/behaviour/progress.
6. I/we 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.
7. Should student attendance fall below the recommended minimum attendance levels the institution may reduce or withdraw payment
8. Should student behaviour, attitude or attainment fall below what is deemed appropriate within each institution, payment may be reduced or withdrawn
9. I/we understand that it may be necessary for the school and/or the local authority to use information given or share the information provided with other organisations to prevent and detect fraud.

Student's signature:

Signed..... Date / /

Parental signatures:

Required for each person whose income is declared in this application whether parent, partner of parent or spouse of parent

Signed..... Date / /

Signed..... Date / /

Signed Date / /

Before signing and returning the form, please check that you have answered every question that you need to and have attached evidence of parental income or benefit.

If enclosing original documents, please let the administrator know so that they can be returned after processing.

School Authorisation:

Bursary application accepted Yes / No Amount awarded £_____

If No, state reason for rejection.

Signed.....

Date / /

Position.....