



**BIDDULPH  
HIGH  
SCHOOL**

## 16-19 Bursary Fund Support Application including Free Meals in Further Education 2025/2026



### SECTION 1: Personal Details of Student (please print)

Forename	
Middle name/s	
Surname/Family name	
Date of birth	
Age on 31 August 2025	
Home Address	
Postcode	
Telephone Home/Mobile	
Email address	
Have you been a UK resident for the last 3 years?	YES / NO

### SECTION 2: Specialist Supportive Bursary (Criteria)

I am classed as a 'Looked After Child' by the Local Authority / I am a Care Leaver	YES / NO
I live independently and I am in receipt of Income Support or Universal Credit	YES / NO
I am in receipt of Disability Living Allowance or Personal Independent Payment <b>AND</b> Employment Support Allowance or Universal Credit	YES / NO
You are in receipt of Free School Meals	YES / NO
If you have ticked YES to one or more of the above, you will need to supply evidence BEFORE we can process your application. Please write the students name on ALL evidence submitted.	

### SECTION 3: Household Details Please provide details of your Parent(s) / Guardian(s)

Adult 1	Adult 2
Full Name:	Full Name:
Relationship to applicant:	Relationship to applicant:
Mobile Number:	Mobile Number:
Email Address:	Email Address:

You need to supply the required evidence BEFORE we can process your applications form. Please write the students name on ALL evidence submitted. Please supply photocopies of evidence as we will not be liable for loss of original copies.

PLEASE COMPLETE **EITHER** SECTION 3A OR SECTION 3B. Tick the boxes that apply to your household. To be eligible for Free Meals you **must** be in receipt of one of the benefits stated in Section 3A. If you qualify for Free Meals you will automatically be entitled to the Discretionary Bursary.

Section 3A: Discretionary Bursary including Free Meals – Benefits Based	Adult 1 Please tick	Adult 2 Please tick
Income Support /Universal Credit with net earnings not exceeding the equivalent of £7,400 for each year (after tax and not including any benefits you receive <i>Latest IS Award Letter issued since April 2025/Last UC payment letter</i> )		
Income based Job Seekers Allowance <i>Latest Award Letter issued since April 2025</i>		
Income related Employment Support Allowance <i>Latest Award Letter issued since April 2025</i>		
Asylum Support from NASS <i>NASS Receipt of Payment</i>		

The Guaranteed Element of State Pension Credit <i>Most recent letter issued since April 2025</i>		
Child Tax Credit (provided you are not entitled to Working Tax Credit) and have an annual gross income of no more than £16,190 as assessed by Her Majesty's Revenue and Customs <i>ALL PAGES - Full Award Letter dated April 2024 – April 2025</i>		
<b>Section 3B: Discretionary Bursary Only – Household Income £27,000 or less after deductions</b>	<b>Adult 1 Please tick</b>	<b>Adult 2 Please tick</b>
Monthly Earnings <i>4 weekly/3 monthly current salary slips</i>		
Self Employed Earnings (SA302)/Latest Tax Return/Audited Accounts		
Employment & Support Allowance/Universal Credit <i>Latest Award Letter issued since April 2025</i>		
Contribution based Job Seekers Allowance/Universal Credit <i>Latest Award Letter issued since April 2025</i>		
Incapacity Benefit/Universal Credit - if your household income is more than £7,400 a year <i>Latest IB Award Letter issued since April 2025/ Last UC payment letter</i>		
Child Tax/Working Tax Credits <i>ALL PAGES - Full Award Letter dated April 2025 – April 2026</i>		
Disability Living Allowance/Personal Independence Payment <i>Latest Award Letter issued since April 2025</i>		
Other income (Please Specify Below) <i>We do not include Maintenance or CSA Payments</i>		
1.		
2.		
Child Benefit (the amount included is for the applicant only)		
<b>SECTION 4: Supporting Information</b>		
If you feel there are other circumstances which should be taken into account, please give details in the space below. Please use separate sheet for continuation if needed		
<b>PART 6: PAYMENT DETAILS (payable to the student's account only)</b>		
Name of Bank		
Account Holder's name		
Account Number		
Sort Code		

## PART 7: DECLARATION

I hereby make an application for assistance from this fund and declare that the information given is correct with nothing having been omitted that would affect this application.

I give permission for the Biddulph High School and Sixth Form to speak to those named on this form regarding my application for financial support.

I have provided evidence which is to the best of my knowledge accurate and true. I understand the School may carry out checks to verify the evidence, and if any information I have given is proved to be false or incomplete the School will refer the matter to the Department of Education and the Police and I could face prosecution. The School will also seek the repayment of any monies overpaid as a direct result of false information.

I understand that all or part of any payment or benefit may be repayable if I withdraw from my course, for whatever reason, during the academic year. The amount to be repaid will be determined by the School.

I understand that any financial support from the 16-19 Bursary fund is subject to adhering to the Student Code of Conduct, satisfactory completion of relevant coursework and/or assignments, attendance at all exams and maintaining a minimum standard of 90% attendance. I will engage in School enrichment and other opportunities that will support my studies. For this purpose School organised trips and study leave will be recorded as present, however, sickness and unexplained absences will be recorded as absent. An exception may be made for students with on-going medical conditions who can provide medical evidence to explain multiple or long term absences from college.

I understand it may be necessary to change my timetable during the academic year or at a key point during the year, for example in the summer term and I will be required to accommodate this change.

I understand for students studying a 2 year programme, timetable changes will be made in year 2.

### How we use your data

The information you provide on this application is collected to help us make a judgement on your eligibility for Bursary funds and free meals. It is collected under the 'legitimate interests' rights detailed in article 6 and article 9 of the GDPR. It will be kept for 6 years for audit purposes and treated with the strictest confidence and will not be shared with any external organisations

Signature of student	
Signature of parent	
Date	

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