



POYNTON HIGH SCHOOL SIXTH FORM 16-19 BURSARY – APPLICATION FORM 2025-2026

- Please complete in **BLACK** ink and **BLOCK CAPITALS**.
- Please read **Guidance Notes** before completing this form.
- This form must be completed in full and all evidence provided. Failure to do so may result in an application being delayed or rejected. Copies of evidence provided will be retained for six years for audit purposes.**

PART 1 – PERSONAL DETAILS (to be completed by all applicants)

Surname:	Forename
Address:	
Home Telephone:	Mobile:
Email:	Date of Birth:
Nationality:	Have you been resident in the UK for 3 years or more? Yes/ No

Bank/ Building Society Payment Details (to be completed by the Student)

Payments will be made directly to the student via BACS. Payments will only be made to another party in exceptional circumstances where a student is unable to administer their own bank account.

Name of account holder:	
Bank/Building Society:	Sort Code:
Account Number:	

PART 2 – GROUPS FOR PRIORITY HELP – VULNERABLE BURSARY

In accordance with the Bursary Scheme requirements, the School can apply for a Bursary for vulnerable groups of people. Please tick **Yes** or **No** to the following statements:

	Yes	No
I am in Care		
I have been in Care and am now classed as a Care Leaver		
I am in receipt of Income Support or Universal Credit in my own right because I financially support myself and/or someone who is dependent on me such as a child or partner.		
I am in receipt of Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in my own right as well as Employment and Support Allowance (ESA) or UC in my own right.		

Please provide evidence of benefit which must be in the student's own name or written confirmation from the local authority of in care status.

PART 3 – HOUSEHOLD INCOME – to be completed by all applicants.

Who do you live with? (please tick all that apply)

Mother	Father	Mother's partner	Father's partner
Grandparents	Foster Parents	On my own	
Other (please specify)			
How many brothers/sisters (under the age of 18 and unwaged) live with you?			

Completed by any Parent(s) / Carer(s) indicated above.

- **Please provide photocopies of documentation to support any and all income sources, the list below is indicative, but not exhaustive due to the broad range of incomes available.**
- **ALL figures quoted below must be annual income figures for the last tax year 2024-2025.**
- **Failure to complete the section below with annual income figures in full may result in your application being delayed or rejected.**

Please enter names	Parent/Carer 1	Parent/Carer 2
Name		
Daytime Telephone No		
N.B All documentation must relate to tax year ending April 2025	£ (Annual)	£ (Annual)
Employment Income (P60 to Apr 2025)	ANNUAL	ANNUAL
Self Employment Income (please provide relevant part of tax return to support figure quoted here)	ANNUAL	ANNUAL
Income from savings, shares, investments, trusts, dividends etc	ANNUAL	ANNUAL
Pension Income (P60 to Apr 2025)	ANNUAL	ANNUAL
Income from absent parent – Child Support Maintenance	ANNUAL	ANNUAL
Income Support/ Universal Credit/– please provide letter of entitlement from DWP for year to April 2025	ANNUAL	ANNUAL
Disability Living Allowance – letter of entitlement or bank statement	ANNUAL	ANNUAL
Other household income not listed above– please specify and give official evidence (e.g. Child Benefit)	ANNUAL	ANNUAL
Total <u>Annual</u> Income (gross) For Tax Year to April 2025	ANNUAL TOTAL Parent/ Carer 1	ANNUAL TOTAL Parent/Carer 2

Part 4 – HOW DO YOU GET TO / FROM SCHOOL?

Please detail below the transport method you use each week. If you use a combination of transport methods, please indicate number of days by each method.

Bus	Car	Cycle	Train	Walk	Other (please specify)
Please indicate your <u>average weekly</u> bus/train costs to and from school.					£

Part 5 – DID YOU QUALIFY FOR FREE SCHOOL MEALS IN YEAR 11?

Please indicate if you were in receipt of Free School Meals in Year 11 Yes / No

Free School meals continue into Sixth Form and eligibility does not affect the level of 16-19 Bursary support. If you think you are eligible phone the Free School Meals Helpline - 0300 123 5012 and they will let you know if you are entitled. Alternatively go to the Cheshire East website

https://www.cheshireeast.gov.uk/schools/school-meals/free_school_meals.aspx . Your entitlement will be credited to your cashless dining account every day and can only be used to purchase food in the school dining areas.

PART 6 – DECLARATION

Please ensure the form is signed by both the student and by the Parents/Carers for whom income information has been supplied in section 3.

- I / we confirm that the information given on this form is correct and complete to the best of my/our knowledge and belief and is a true reflection of my / our financial position.
- I / we undertake to inform the School immediately if my / our circumstances change.
- I (the student) understand that I may be asked to repay some of the monies awarded should I fail to complete my studies and that I may be asked to return books and / or equipment bought through the 16-19 Bursary scheme
- I / we understand that if the student leaves School he / she will not be eligible to receive further payments and any overpayments/advance payments may have to be repaid.
- I / we understand that payment of any award is conditional upon the student meeting the criteria detailed in the guidance notes relating to effort, attendance, behaviour and compliance with School procedures. By signing this form the student is agreeing to meet these conditions.
- I / we confirm that the student is eligible for support from the 16-19 Bursary on residency grounds and will provide suitable evidence if required.
- I / we understand that the information provided may be shared with other agencies or organisations, as allowed by law, for the purpose of checking this application and / or the prevention of fraud and this information will be retained for this purpose for six years.

Student	Signed:	Date:
Parent/Carer 1	Signed: Print Name:	Date
Parent/Carer 2	Signed: Print Name	Date:

Applications, with all evidence and signatures must be submitted by Friday 3rd October 2025. Please hand in to the Sixth Form Support Office in an envelope clearly marked as a Bursary Application.

Confidentiality – Applications are only seen by staff involved in the delivery of the 16-19 Bursary. From time to time it will be necessary for additional information to be sought from other members of staff e.g. subject tutors, in order for a payment decision to be made. **The School reserves the right to amend or update the application form and procedures during the academic year 2025/26.**