

Bursary Application Form 2026/27

Kennet School Sixth Form



This completed Application Form, together with evidence of eligibility, must be handed in by Friday, 25 September 2026. **Please complete the form and deliver it together with your supporting evidence to the Sixth Form Office.**

Student Details		
Title:	Forename:	Surname:
Date of Birth:	Age: (You must be 16, 17, 18 on 31 August 2023 to apply unless are a '19+ continuer' or you have an EHCP)	
Address:		
Postcode:	Telephone:	Email:
Have you the right of abode and been resident in the UK for the last three years? Yes ☐ No ☐		
If "No" to above, please attached details of how the ESFA's funding criteria are met. Details attached: ☐		

Parent Contact Details		
Title:	Forename:	Surname:
Relationship to Student:		
Address:		
Postcode:	Telephone:	Email:

General Bursary Criteria
To qualify you must be: • either aged 16 to 18 on 31 August, • or be aged 19 or over while continuing a course you started aged 16 to 18 (known as being a '19+ continuer'), • or be aged 19 or over and have an Education, Health and Care Plan (EHCP). You must also meet the residency criteria in ESFA funding regulations for post-16 provision. The bursary is paid to enable you to attend training with us and will only be paid if your attendance and behaviour meet the required standard. Any student meeting general eligibility requirements and facing financial hardship (due to exceptional reason/ circumstances change) may apply on an individual basis by applying in writing.

Discretionary Bursary Criteria

Students need to fulfil the same criteria as for Free School Meals. [Click here for details of West Berkshire Council's criteria >>>](#)

All applications must be accompanied by evidence of household income to allow individual evaluation of financial needs. This should be in the form of e.g. P60, Pay slips, etc.

Details provided: ☐

You must also meet at least one of the following criteria and provide evidence. If you cannot provide evidence, then your application will not be processed.

- Universal Credit (provided an annual net earned income of no more than £7,400) ☐
- Income Support ☐
- Income Based Job Seekers Allowance (Children who receive Income Based Job Seekers Allowance in their own right are also eligible). ☐
- Income related Employment Support Allowance ☐
- Support under part VI of the Immigration and Asylum Act 1999 (from the National Asylum Support Service) ☐
- The guaranteed element of State Pension Credit ☐
- Child Tax Credit, provided you're not also entitled to Working Tax Credit and have an annual income of no more than £16,190 ☐
- Working tax credit run on-paid for four weeks after you stop qualifying for Working Tax Credit ☐

If not aged 16 to 18 on 31 August, either:

- Evidence of being '19+ continuer' ☐
- Education, Health and Care Plan (EHCP) ☐

Vulnerable Bursary Criteria

To qualify you must fall into one of the categories below and produce the required evidence as stated.

Criteria	Yes/No	Evidence Required
In care, or care leaver	Yes ☐ No ☐	Written confirmation of their current or previous looked-after status from the relevant local authority - this is the local authority that looks after them or provides their leaving care services. The evidence could be a letter or an email but must be clearly from the local authority
Income Support	Yes ☐ No ☐	A copy of their Income Support award notice. They must be entitled to the benefit in their own right and the evidence must confirm that the young person can be in further education or training (some young people in receipt of benefits are not allowed to participate)
Universal Credit	Yes ☐ No ☐	A copy of their Universal Credit Award notice. They must be entitled to benefit in their own right and the evidence must confirm that the young person can be in further education or training (some young people in receipt of benefits are not allowed to participate). They must also provide additional documentation to confirm their independent status, for example a tenancy agreement in the student's name, a child benefit receipt, children's birth certificates, utility bills etc.
Disability Living Allowance or Personal Independence Payments in their own right, as well as Employment and Support Allowance or Universal Credit in their own right	Yes ☐ No ☐	a copy of the student's Universal Credit or ESA award from DWP (UC claimants will be able to print off details of their award from their journal). Evidence of receipt of Disability Living Allowance or Personal Independence Payment, must also be provided

Household Details		
Please list the names of the household members and relationships to student.		
Name:	Relationship to Student: (e.g. mother, father, brother, sister, partner, etc.)	Age if under 16:

Financial Assistance Requested
The amount of financial assistance you will receive depends on your personal circumstances. It is intended to help you with the costs of overcoming any financial barriers you may have when attending learning. Bursary decisions (i.e., which students receive a discretionary bursary and how much bursary they receive) depend on each student's individual circumstances and their actual financial need. These will vary from student to student, depending on, for example, eligibility based on household income, and actual financial need such as travel distance and study requirements. Specific financial need as submitted (and discussed as necessary), will be taken into account. Where appropriate, the preference will be for support in-kind (e.g. a bus pass may be provided directly by the school, instead of cash provided for this). Common categories the school may be able to help with (depending on personal need and circumstances) include travel, appropriate clothing to suit training and placement requirements, specific equipment, etc. Please provide details of what you wish to be supported with, and the cost if known (e.g. "bus pass from ... to ..., £...") in the field below:

Payment Details

Payment details will be collected for all approved bursaries using a separate form.

Attendance & Behaviour Standards

Receipt of both vulnerable and discretionary bursaries is dependent on meeting behaviour and attendance standards and school policies, as detailed in the relevant school documents.

- The student agrees to always follow Kennet School's behavior standards
- Attendance - no unauthorised absence plus being in line with specified targets

Student Declaration

- I declare that the information on this form is true and accurate to the best of my knowledge. I have made this claim for Bursary payment, fully aware that any false statements can lead to withdrawal/refusal of any financial support and may lead me open to prosecution.
- I understand that if I refuse to provide information which may be relevant to my claim, the Application will not be accepted.
- **Holidays will be unpaid.**
- I will attend regularly and complete the studies for which my bursary is supporting me.
- When changes to my household financial circumstances occur (which may result in changes to my claim), I confirm I will notify Kennet School immediately.
- I will notify Kennet School immediately of any changes to my payment details.
- I understand that monies I receive under the Bursary Scheme have been awarded to provide me with financial support to allow me to continue in education, and if I leave education all financial support will stop.
- I understand that I do not have an automatic entitlement to Bursary payments, and all payments are based on the information I have provided.
- I am clear that the Bursary payments I receive are to provide me with means to remain in education and are to be used for items such as books, equipment, travel costs, meals, additional costs, i.e. trips, and miscellaneous course costs.
- I understand I have the right to appeal if I disagree with the outcome of my Bursary Application. This appeal should be made in writing to the Headteacher of Kennet School outlining the reasons and will be considered using the appeals procedure outlined in the Bursary Policy.
- I have read and understood the behavior and attendance standards expected of me and understand the I receive under the Bursary Scheme is paid on condition of following these standards.
- I confirm I have read the [16 to 19 Bursary Fund Advice for young people' provided by the EFA](#) which was given to me with this application.

Applicant Signature:

Date: