

Queen's Croft High School 16-19 Bursary Scheme

Application form for the 2026-2027 academic year

Please complete the form and return it to the School Business Manager with copies of the supporting evidence. – Email finance@queenscroft.staffs.sch.uk

Student Details					
Title:		First name:		Surname:	
DOB:		Age:			
Address inc postcode:					
Telephone:		Email:			
Do they have the right of abode and have they been resident in the UK for the last 3 years?					☐ Yes ☐ No

Bursary Criteria
To qualify the student must be at least 16 and under 19 on 31 August 2026 and meet the EFA's residency criteria.

Vulnerable Bursary Criteria	
To qualify the student must fall into one of the below categories and produce the required evidence as stated.	
Currently looked after in care or care leaver or unaccompanied asylum seeker? <i>Evidence needed – letter from Local Authority if student new to school.</i>	☐ Yes ☐ No
In receipt of Personal Independence Payments (or DLA) in their own right as well as Universal Credit or Employment and Support Allowance (ESA) in their own right? <i>Evidence needed - evidence of receipt of PIP (or DLA) and a copy of their UC or ESA award notice.</i>	☐ Yes ☐ No
In receipt of Income Support or Universal Credit because they are financially supporting themselves? <i>Evidence needed - copy of their UC or Income Support award notice/letter.</i>	☐ Yes ☐ No

Discretionary Bursary Criteria					
Your household income is one of the criteria that will help us to assess your young person's application. If your TOTAL household income exceeds £30,000 per annum, your young person may not be eligible for a Discretionary Bursary payment.					
Please tick below to indicate what type of evidence you have provided for the household members and ensure it is dated within the last 3 months where applicable.					
Income Support/Universal Credit (award letter)		Child Tax Credit (Full award notice for full year)		Housing Benefit (Award letter)	
Income based Jobseeker's Allowance		Income related Employment and Support Allowance		Pension Credit (Award letter)	
DLA or PIP (statement or award letter)		Carer's Allowance		Any other benefits – please specify	
Please list the names of the household members and relationship to student:					

Free School Meals
Is the student in receipt of free school meals? Yes / No (please delete)
Free School Meal Commencement date:

Bank Details for Vulnerable Bursary Application Only

Please be aware that we pay all Discretionary Bursary awards 'in kind' (e.g. by purchasing any equipment required or paying for trips/services directly). This is also our preferred way of dealing with any Vulnerable Bursary payments.

NB For any expenses that cannot be covered this way –

- (1) Written agreement must be provided by the school that the cost will be covered by reimbursement **before** any equipment or services are purchased by parents or carer.
- (2) Reimbursement will be paid into the agreed bank account on receipt of proof of expenditure – receipts, emails confirming payment for services (e.g. home school transport).
- (3) Emails/receipts must be addressed to the person named on the bank account.

Account Holder's name: _____

Bank name and branch: _____

Account number:

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Sort Code:

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BURSARY AMOUNT APPLIED FOR AND REASONS

Reason for expense	Amount requested	Approved? (for school use only) (Autumn Term)	Approved? (for school use only) (Spring Term)	Approved? (for school use only) (Summer Term)
Transport costs to and from school. Must live at least 3 miles or more from QCHS and use private transport. Maximum £2.50 per day *				
Educational visits including trips. Maximum £100				
Specialist equipment e.g. specialist stationery. Up to £50. Ordered and paid for by school.				
Equipment contribution post Queen's Croft e.g. voucher for IT				
Discretionary expense / Other expense. (subject to HT or SBM discretion). Maximum £150				

* NB you cannot claim for transport costs, when your child is not in attendance at school for whatever reason

DECLARATION

- I declare that the information on this form is true and accurate to the best of my knowledge.
- I have read and understand the 16-19 Bursary Fund information provided with this application form. I have made this Bursary application on behalf of the student named, fully aware that any false statements can lead to withdrawal/refusal of any financial support and may leave me open to prosecution.
- I understand that if I refuse to provide information that may be relevant to the claim, the application will not be accepted.
- I will ensure that the student named on this form attends school regularly and completed the course for which the bursary has been provided.
- When financial changes to our household occur, which may result in changes to the claim, I confirm I will notify the school immediately.
- I understand that money that the named student is awarded under the bursary scheme has been awarded to provide them with financial support to allow them to continue to access education, and if they leave education all financial support will stop.
- I understand that the named student does not have an automatic entitlement to Bursary payments/awards and all payments are based on the information I have provided.
- Any equipment provided will remain the property of the school and should be returned in good condition at the end of the course if requested.
- I understand I have the right to appeal if I disagree with the outcome of this Bursary Application. This appeal should be made in writing to the Co- Head Teachers.
- I am aware that the funding covers only this school year and that we must re-apply next year if the student still requires financial support through the Bursary scheme.

Name (please print) _____

Relationship to student _____

Signature _____

Date _____