



# 11-16 Bursary Fund Application Form

The 11 – 16 Bursary Fund has been set up by Farmor’s School to support students from households with financial constraints in the academic year 2024-25.

If your child is living in care or a care leaver, or has a parent/carer who is receiving Income Support or Universal Credit; or are disabled in receipt of Employment Support Allowance or Universal Credit and also in receipt of Disability Living Allowance or Personal Independence Payments you will be eligible to register to apply for support for a range of educational resources and activities. Registering means you can then apply for support as these resources are needed and activities arise.

You must submit original evidence documents to support your application. These will be photocopied by the school and retained as evidence.

## Section 1 – Student Details

Name:	
Date of birth:	
Address:	
Tel:	
Tutor Group (if known)	

## Section 2 – Personal Circumstances (all applications are treated in the strictest confidence)

	Yes	No
Is the student in Local Authority Care, a care leaver, or living with foster parents?		
Is the student in receipt of free-school meals?		

## Section 3 – Parent/Carer household income (you will need to provide original documentation to support these figures)

1 Do you have a job?	If yes, please state earnings below'	Is this per month or week?
Yes <input type="checkbox"/> No <input type="checkbox"/>	£	Month <input type="checkbox"/> Week <input type="checkbox"/>
1 Are you self-employed?	If yes, please state income below;	Is this per month or week?
Yes <input type="checkbox"/> No <input type="checkbox"/>	£	Month <input type="checkbox"/> Week <input type="checkbox"/>

### About your household income

Do you receive any income-based benefits, for example:	Amount received	Is this per month or week?
Income Support or universal credit		Month <input type="checkbox"/> Week <input type="checkbox"/>
Other income-based benefit (Please specify)		Month <input type="checkbox"/> Week <input type="checkbox"/>
		Month <input type="checkbox"/> Week <input type="checkbox"/>
		Month <input type="checkbox"/> Week <input type="checkbox"/>

### Any other household income you think you should declare?

Please let us know if you have any other household income you think may be relevant.

2023-2024

Income from	Amount received	Amount received
		Month <input type="checkbox"/> Week <input type="checkbox"/>
		Month <input type="checkbox"/> Week <input type="checkbox"/>
		Month <input type="checkbox"/> Week <input type="checkbox"/>
		Month <input type="checkbox"/> Week <input type="checkbox"/>

**Section 4 – Parent/Carer Declaration**

I certify that the information I have provided is correct and complete and attach supporting evidence. I understand that it is my responsibility to inform Farmor’s School of any changes to the household personal circumstances; failure to do so may result in funds being reclaimed. Fraudulent claims will be reported to the police

Signed:	Date:

**Procedure**

1. Application form to be completed by the parent/carers and submitted to Mrs Julie Simmonds with the required evidence by 20<sup>th</sup> September.
2. Your application will be assessed within 2 weeks of receipt.
3. You will then be informed of the decision; reasons will be given for rejection of an application in whole or in part.
5. Once the registration has been accepted provision may be available for immediate payments towards resources and educational trips.
6. If a student who has received financial assistance leaves the school, the parent/carers may be required to repay all or part of their bursary.
7. If a student joins mid-way through the year, they can apply to register within the first month of joining.

If you need any help in completing this form or have any questions about it you should contact Mrs Julie Simmonds, Finance Manager (jsimmonds@farmors.gloucs.sch.uk)

**For Office Use only**

Date	Action
Authorising signature	

**General Data Protection Regulations (GDPR)**

Information on how we use and process your data can be found on the school website. If you would like a copy of the Data Privacy Notice relating to student information, it can be downloaded or requested from Mrs N Sturla, Inclusion Lead and Data Protection Officer.

**Annex 1**

**Financial Assistance Required**

For completion following registration process

	Date	Subject/Course	Cost	Approved (yes/no)
Materials, books or Resources				
Educational visits				
Exam or registration fees				
Transport				
Others (please specify)				