



Plymouth Schools & Academies
Access Bursary
2023-24



16-19 Bursary Fund Application – Category 2

INTRODUCTION

- PRIOR TO COMPLETING THIS FORM PLEASE READ THE GUIDANCE NOTE.
- HEADS OF POST 16 WILL NEED TO HAVE EVIDENCE OF ENTITLEMENT BEFORE APPROVING THE FORM.
- PLEASE COMPLETE THIS FORM IN CAPITALS AND IN BLACK OR BLUE INK.
- PLEASE ENSURE THE APPLICATION IS COMPLETE BEFORE SUBMITTING IT.

Student/Learner – Personal Details

| | | | |
|----------------------------------|-------------|-------------------|-------------|
| Surname/Family Name: | | | |
| First Names: | | | |
| Date of Birth | | Age on 01/09/2023 | |
| Address | | | |
| | | | |
| Post Code | | | |
| Contact Number | | | |
| School Email Address | | | |
| School/Academy name | | | |
| School Year (Please circle) | Yr12 | Yr13 | Yr14 |
| Title of course/subjects studied | | | |

Bank or Building Society Details

| | |
|---|---|
| To receive payments, you must have a bank account in your own name that will accept BACS payments. If you do not have a bank account, you will need to open one for when you return in September. | |
| Name of Account Holder | |
| Name of Bank e.g. HSBC | |
| Branch e.g. City Centre | |
| Sort Code (6 digits only) | <input type="text"/> <input type="text"/> — <input type="text"/> <input type="text"/> — <input type="text"/> <input type="text"/> |
| Account Number (8 digits only) | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |

Application for Bursary

Category 2

Students aged under 19 on 31/08/23 and who fall into the following category:

| | |
|--|--|
| Claiming free School Meals (please refer to notes in guidance if you are unsure of this) | |
|--|--|

Students within this category received a bursary award of £540 in 2022/23, the amount for 2023/24 is likely to be similar, however we will not be able to confirm the figure until applications are assessed in the autumn term. The amount will be confirmed at the end of September.

Payments are made throughout the year and are subject to continued attendance / performance / attitude to studies.

Please can you confirm if you were in receipt of a Bursary award for the academic years 2021/22 or 2022/23. Please tick the relevant category:

| | |
|---------------------|--------------------------|
| Category 1 | <input type="checkbox"/> |
| Category 2 | <input type="checkbox"/> |
| Category 3 | <input type="checkbox"/> |
| Exceptional Case | <input type="checkbox"/> |
| No bursary received | <input type="checkbox"/> |

Use of bursary funds

Please indicate in the table below how the bursary award will support your continued studies/education. You may be asked to provide evidence of expenditure.

(You may complete multiple boxes as appropriate)

| | Estimated Cost |
|--|-----------------------|
| Books/equipment | |
| Additional course costs, e.g. trips | |
| Transport | |
| Meals | |
| Accommodation | |
| Exam re-sit fees | |
| Other educational items – please specify | |

I confirm that:

- The details above are true and accurate.
- I understand that continued payments are dependant on meeting my School's/Academy's attendance and behavioural policy.
- I am not currently in receipt of a 16-19 bursary from another provider.

| | | | |
|---------------------------|--|------|--|
| Student Signature | | Date | |
| Parent/Guardian Signature | | Date | |

Please return completed form to your sixth form office with the relevant evidence attached which is stated in the guidance notes by the before the end of the academic year

For completion by the Head of Post 16

I confirm that I have attached the relevant evidence for the category of support, and that the student named above:

- Will be on a course of 30 weeks or more.

| | | |
|----------------------|---------------------------|------|
| Head of Post 16 Name | Head of Post 16 Signature | Date |
| | | |

PRIVACY NOTICE

Being transparent and providing accessible information to individuals about how we use personal information is a key element of the Data Protection Act and the General Data Protection Regulation (Regulation (EU) 2016/679).

The information being processed

The Council is collecting the information in this form (personal and bank details) and supporting evidence for the purpose of managing your bursary application and payments.

This information will be used for assessing your eligibility to receive a 16-19 bursary award and making monthly payments into your bank.

Information Sharing

To ensure that the council provides you with an efficient and effective service we will sometimes need to share your information between teams within the council as well as with our partner organisations that support the delivery of the service you may receive. In this case, the information collected will be shared with:

Staff at your School / Academy

Staff within Finance and Education, Participation and Skills at Plymouth City Council

We will only ever share your information if we are satisfied that our partners or suppliers have sufficient measures in place to protect your information in the same way that we do.

We will never share your information for marketing purposes.

Retention Periods

We will only keep your information for 7 years

Privacy policy

The full policy and notice is available on the Plymouth City Council website at:

<https://www.plymouth.gov.uk/aboutwebsite/privacypolicy>