



**Ridgeway School & 6th Form
16 to 19 Bursary Fund 2025/2026**

Application Form

What is the Bursary Fund?

The 16 to 19 Bursary Fund is a scheme to help young people facing financial hardship to stay in full-time education.

The scheme is made up of two parts:

- Those most in need will be eligible for a bursary of up to £1,200 a year. This includes young people in care, care leavers, young people receiving Income Support or Universal Credit. It also includes young people receiving either Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance or UC in their own right. This bursary is referred to as the “*bursary for students in vulnerable groups*”.
- Other students who need financial support to help them with essential costs to stay in education or training may also be able to claim a bursary to help with costs for essential books or equipment, travel costs for journeys during College time not covered by school transport or a Disabled Person’s Bus Pass or other essential course-related costs. This bursary is referred to as the “*discretionary bursary*”.

Eligibility

For the bursary for **students in vulnerable groups** you must meet one of the following four criteria by being a:

- In care (the 16 to 19 Bursary Fund defines ‘in care’ as children looked after by a local authority on a voluntary basis (section 20 of the Children Act 1989) or under a care order (section 31 of the Children Act 1989). Those who are privately fostered are not classed as looked after;
- Care leaver
- Young person receiving Income Support or Universal Credit in their own right*
- Young person receiving 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.*

For the **discretionary bursary** you must be a student whose parents or carers are in receipt of one of the following:

- Income support*
- Income based Jobseeker’s Allowance
- Support from the National Asylum Support Service
- Tax Credits (Working Tax Credit/Child Tax Credit)
- Guarantee element of State Pension Credit
- Income related Employment and Support Allowance*
- In receipt of Universal Credit

AND expect to have a household Inland Revenue assessed annual income of less than £16,190 for the current tax year (2024/2025) and confirmed annual income of less than £16,190 previous tax year (2023/24) *From 2013 the phased introduction of the Universal Credit to replace Income Support and Employment and Support Allowance and Personal Independence Payments to replace the Disability Living Allowance commenced. Where applicable, these benefits will be taken into consideration.

There are additional criteria that need to be met to be eligible for either bursary. These criteria include course types, residency and age restrictions. We will contact you as part of the assessment process if we believe there will be an issue with meeting these criteria.

Applying

The 16 to 19 Bursary Fund provides financial support to help students overcome specific financial barriers to participation so they can remain in education. Students will only be awarded the amount of actual support they need to enable them to continue their studies at Ridgeway School.

If you believe you are eligible for a bursary please complete Section A (if you wish to apply for the bursary for vulnerable groups) or Section B (if you wish to apply for the discretionary bursary). You can only apply for one bursary, not both. You will need to apply for a bursary each year even if your circumstances do not change.

Equally, if your circumstances change during the year, which may affect your ability to stay in education and you believe you would benefit from a bursary please speak to the 6th Form Lead, Lynn Hawkins, about making an application.

Please complete the application in full and enclose supporting evidence as required. We will write to you to confirm if your application has been successful. If agreed we will inform you of how the bursary will be paid and the terms on which it is available. The amount paid to each pupil may also depend on the number of successful applications received.

The table below is a quick reference guide for eligibility and lets you know what documents of proof are required.

Section A – Statutory payments for learners in one of the defined vulnerable groups as set out in the guidance			
Young person in care or a care leaver		Please supply an up to date letter from your key worker or social worker as evidence	
Young person in receipt of Income Support or Universal Credit (UC)		Please supply an up to date benefits letter / award notice clearly stating that the claim is in the student's name and confirm the benefit is paid to them in their own right. For students in receipt of UC additional documentation may be required – we will advise you of this separately.	
Disability Living Allowance, Personal Independence Payments, Employment Support Allowance		Please supply an up to date benefits letter / award notice clearly stating that the claim is in the student's name and confirm that the benefit is paid to them in their own right	

Section B – Discretionary payments for learner's parents or carers receiving one of the following benefits and household below the threshold

Learner's parent(s) or carer(s) in receipt of Income Support		Please supply an up to date benefits letter / award notice clearly stating details of the benefit award	
Learner's parent(s) or carer(s) in receipt of Income based Jobseekers Allowance		Please supply an up to date benefits letter / award notice clearly stating details of the benefit award	
Learner's parent(s) or carer(s) in receipt of Support from the National Asylum Support Service		Please supply current supporting paperwork confirming your asylum status	
Learner's parent(s) or carer(s) in receipt of Tax Credits (Working Tax Credit/Child Tax Credit)		Please supply a copy of current Tax Credits Award Notice	
Learner's parent(s) or carer(s) in receipt of the guaranteed element of State Pension Credit		Please supply an up to date benefits letter / award notice clearly stating details of the benefit award	
Learner's parent(s) or carer(s) in receipt of Income Related Employment and Support Allowance		Please supply an up to date benefits letter / award notice clearly stating details of the benefit award	
Learner's parent(s) or carer(s) in receipt of Universal Credit		Please supply an up to date benefits letter / award notice clearly stating details of the benefit award	
AND expect to have a household Inland Revenue assessed annual income of less than £16,190 for the current tax year (2022/23) and confirmed annual income of less than £16,190 previous tax year (2021/22)		For household Annual Income related to Tax Credits a P60 for the current and previous Tax Year or Self-employed earnings (official tax return) for everyone in the household	

Conditions and Payment

For either bursary, money will only be paid to help students with the essential costs of participating in a programme of study at Ridgeway School 6th Form where financial barriers to participation need to be overcome. Receipt of either bursary is conditional on students meeting agreed standards set by the college and an assessment that the bursary will support students to make at least expected levels of progress. In addition attendance must be 90% or higher and students must abide by the Ridgeway School Code of Conduct. Payments may be delayed or withheld if you fail to meet the agreed standards. The terms and conditions on which the payments are made will be set out in the confirmation letter.

For the bursary fund for vulnerable groups successful applicants will be advised when their payments for the academic year 2025/26 will be paid. Payments will normally commence just before the October half term break and will be paid on a monthly basis thereafter.

For the discretionary bursary support will be given towards items which are deemed to be essential. The amount of funding for the bursary scheme is limited and the amount paid out will be dependent on the number of successful applications received. Payments will usually be made in kind i.e. items

purchased by Ridgeway School and made available to the student on terms set out in the confirmation letter.

Appeals Procedure

If a student or their parents/ carers wish to appeal the outcome of their application for a bursary, they must follow the school's normal complaints procedure. The final decision will be made by a nominated person outside of the bursary decision making process.

Deadlines

For the Autumn Term 2025, applications are preferred by 30th September but must be received no later than 11th October 2025.

If you miss this deadline you may still apply for support in the Spring Term of 2026. This form must be returned by 24th January 2026.

If you miss the Spring Term deadline, you may still apply for the Summer Term 2026. The form must be returned by 21st March 2026.

Data Protection Act 2018:

The information given on the Bursary Application form, together with any supporting documentation will be used by the school for the purposes of processing an application. Information will be kept secure and only shared with staff or organisations for the purposes of assessing, administering and reporting on the bursary scheme.

Any paperwork and documents retained for audit purposes (for example, copies of application forms, household income evidence and any agreements signed by students) will be kept in line with our data protection policy, privacy notices and record retention schedule. Full details are available on our Ridgeway School website by searching Data Protection.

You must complete and return this application form to:

Lynn Hawkins, Ridgeway School, Hill Rise, Kempston, Bedford, MK42 7EB

Student's surname	
Student's forename(s)	
Student's place and date of birth	
Address (including postcode)	
Telephone number	
Email address	

The qualifying criterion for claiming this bursary is:

Criteria	Tick as applicable
Young person in care	
Care leaver	
Young person receiving qualifying benefits	
Disabled young person receiving qualifying benefits	

Please provide the relevant evidence as detailed on page 3 of this form.

Original documents must be submitted which will be returned to you. Failure to send in documentation may result in the application being delayed.

Details of evidence provided: (please list what you are including with the application)

Please provide details of what the bursary will be used for (detail each item and approximate cost)

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Student's Bank/Building Society Account Details:

(Payment cannot be made into a parent/carer(s) account. All money has to be paid directly to the student). This account must be one that accepts direct credits. Missing or incorrect details will delay payments.

Account Holder's Name	
Sort Code	
Account Number	
Building Society Roll No. (if applicable)	

Student Declaration:

- I confirm that I am eligible to receive the discretionary bursary according to the criteria that I have selected in Section A
- I confirm that the information I have provided in this application is correct and complete to the best of my knowledge and belief. I understand I must notify Ridgeway School of any change of circumstances which might affect my entitlement to a bursary payment
- I have included the relevant documentary evidence
- I confirm the bank account detailed is in my name
- I will notify the school immediately if I decide to leave the school before the end of the academic year
- I understand that if I leave before the completion of my programme of study, that I may be required to repay all or part of the amount paid to me under the 16 to 19 Bursary Fund.
- I will notify the school immediately if my circumstances change and I cease to receive the relevant qualifying benefit.
- In the event of incorrect / overpayment, for any reason (including giving false or incomplete information), I undertake to repay the money and understand future payments may be stopped.
- I understand that giving false or incomplete information might result in a referral to the police with the possibility that I might face prosecution.
- I will notify the Department for Work and Pensions of any changes to my financial circumstances that may affect my entitlement to the bursary.

Name of Student: _____ Date: _____

Signature of Student: _____

Parent / Carer Declaration:

- I confirm that the information provided in this application is correct and complete to the best of my knowledge and belief. I understand I must notify Ridgeway School of any change of circumstances which might affect my child's entitlement to the bursary
- I will notify the school immediately if our circumstances change and the young person ceases qualify
- In the event of incorrect / overpayment, for any reason (including giving false or incomplete information), I understand that the money will need to be repaid and that future payments may be stopped.
- I understand that giving false or incomplete information might result in a referral to the police with the possibility that I might face prosecution.

Name of Parent / Carer: _____

Signature of Parent / Carer: _____ Date: _____

SECTION B – APPLICATION FOR THE DISCRETIONARY BURSARY

Student's surname	
Student's forename(s)	
Student's place and date of birth	
Address (including postcode)	
Telephone number	
Email address	

The qualifying criterion for claiming this bursary is as a student whose parents or carers are in receipt of one of the following benefits and household income below the threshold:

Criteria	Tick as applicable
Income support*	
Income based Jobseeker's Allowance	
Support from the National Asylum Support Service	
Tax Credits (Working Tax Credit/Child Tax Credit)	
Guarantee element of State Pension Credit	
Income Related Employment and Support Allowance*	
AND expect to have a household Inland Revenue assessed annual income of less than £16,190 for the current tax year (2024/25) and confirmed annual income of less than £16,190 previous tax year (2023/24)	

Please provide the relevant evidence as detailed on page 3 of this form.

Original documents must be submitted which will be returned to you. Failure to send in documentation may result in the application being delayed.

Details of evidence provided: (please list what you are including with the application)

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What the Bursary Funds are required for

Please provide details below (e.g. supplier, cost) of what any discretionary bursary, if awarded to you, will be used for.

Category	Amount £
Essential books / equipment/ specialist clothing related to your programme of study: you will need to provide details to show the supplier and cost	
Additional essential course costs , for example education trips / visits	
Transport for bus / train costs please indicate if the pass is costed per term or per year and give details of the journey and number of bus used	
Meals (this will be based on the cost of a College meal during term time)	
Other essential items related solely to the course you are following- you will need to provide details to show the item, supplier and cost	

Student's Bank/Building Society Account Details:

Please note that payments will usually be made in kind i.e. items purchased by Ridgeway School and given to the student.

(Any payments cannot be made into a parent/carer(s) account, it has to be paid directly to the student).

This account must be one that accepts direct credits. Missing or incorrect details will delay payments.

Account Holder's Name	
Sort Code	
Account Number	
Building Society Roll No. (if applicable)	

Student Declaration:

- I confirm that I am eligible to receive the discretionary bursary according to the criteria that I have selected in Section B
- I confirm that the information I have provided in this application is correct and complete to the best of my knowledge and belief. I understand I must notify Ridgeway School of any change of circumstances which might affect my entitlement to the bursary
- I have included the relevant documentary evidence
- I confirm the bank account detailed is in my name
- I will notify the school immediately if I decide to leave the school before the end of the academic year
- I understand that if I leave before the completion of my programme of study, that I may be required to repay all or part of the amount paid to me under the 16 to 19 Bursary Fund.
- I will notify the school immediately if my circumstances change and I cease to receive the relevant qualifying benefit.
- In the event of incorrect / overpayment, for any reason (including giving false or incomplete information), I undertake to repay the money and understand future payments may be stopped.
- I understand that giving false or incomplete information might result in a referral to the police with the possibility that I might face prosecution.
- I will notify the Department for Work and Pensions of any changes to my financial circumstances that may affect my entitlement to the bursary

Name of Student: _____

Signature of student: _____ Date: _____

Parent / Carer Declaration (if in receipt of a qualifying benefit):

- I confirm that I am in receipt of a qualifying benefit and within the income threshold according to the criteria that has been selected in Section B
- I confirm that the information provided in this application is correct and complete to the best of my knowledge and belief. I understand I must notify Ridgeway School of any change of circumstances which might affect my child's entitlement to the bursary
- I have included the relevant documentary evidence
- I will notify the school immediately if my circumstances change and I cease to receive a relevant qualifying benefit.
- In the event of incorrect / overpayment, for any reason (including giving false or incomplete information), I understand that the money will need to be repaid and that future payments may be stopped.
- I understand that giving false or incomplete information might result in a referral to the police with the possibility that I might face prosecution
- I will notify the Department for Work and Pensions of any changes to my financial circumstances that may affect my entitlement to the bursary

Name of Parent / Carer: _____

Signature of Parent / Carer: _____ Date: _____