



Plymouth Schools & Academies
Access Bursary
2025-26



16-19 BURSARY FUND APPLICATION – CATEGORY 3

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.
- Category 3 support is not available to students receiving funding under category 1 or 2 of the scheme.
- 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 01/09/2025	
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)	— —
Account Number (8 digits only)	

Application for Bursary (Please provide evidence with application)**Category 3**

Students aged under 19 on 31/08/25 and who meet one or more of the following categories (please select all that apply):

Criteria	Please tick
1. Disability Living Allowance Evidence required – copy of DLA/Personal Independence Payment award to be attached to application.	
2. Total household income below £32,000 (subject to confirmation) Parental income from all sources for the year ended 5 th April. Evidence required – copies of the relevant following documents: <u>Tax Credits Award Notice (TC602)</u> <u>Salary or wages from employment</u> • P60 or March payslip for the financial year • P45 if employment ended during financial year. <u>Business, trade or profession: Profits from self employment</u> • Taxable profit or loss as computed for income tax purposes for the year ended 5th April. • Completed accountant's certificate. <u>Income from property</u> • Taxable profit or loss as computed for income tax purposes for the year ended 5th April. • Completed accountant's certificate. <u>Pensions</u> Total taxable amount of pension received in the year to 5 th April. • P60 or P60 (PG) • State retirement pension book. <u>Shares and dividends</u> Gross amount received during the year ended 5 th April. • A voucher • Letter from company confirming total gross amount. <u>Other income</u> Please detail other income of over £100	

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 2023/24 or 2024/25. Please tick the relevant category:

Category 1 ☐

Category 2 ☐

Category 3 ☐

Exceptional Case ☐

No previous bursary received ☐

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 (e.g. receipts).

(You may complete multiple boxes as appropriate)

	Estimated Cost
Books/equipment	
Additional course costs, e.g. study 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.
- I am not in receipt of a category 1 or 2 payment from the 16-19 Bursary.

Student Signature		Date	
Parent/Guardian Signature		Date	

Please return completed form to your sixth form office with the relevant evidence attached indicated on page 2. Applications without evidence cannot be processed.

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.
- Is not in receipt of a category 1 or 2 payment from the 16-19 Bursary.

Head of Post 16 Name	Head of Post 16 Signature	Date

By signing this you confirm that you have verified that this student is eligible for a Category 3 bursary and that you have checked the evidence required. You will be required to submit this with the form before payments can be made.

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>