



**Plymouth Schools & Academies**  
**Access Bursary**



**Guidance for completing the 16-19 Bursary Fund Application**  
**(Categories 1 & 2)**

**Please ensure you fill out your application using capital letters and that your writing is clear otherwise this may cause a delay in you receiving your bursary award**

**Sections in the form**

**Learner Details**

Please complete with your details as indicated. We will contact you by email with confirmation of your bursary award and your advice slips for payments, can you therefore let us have your email that you use at school.

**Bank or Building Society Details**

Please enter details of the account for payment of the bursary using the boxes provided. Please ensure these are clear and correct as this could affect your payments.

**Application for Bursary**

Please select only one category and tick the relevant box

**NOTE:** Late applications will only be backdated to the beginning of the term in which the fully completed application and evidence is submitted to the LA.

**Category 1**

- Currently in care (as defined by Social Services) – evidence of in care status will be checked when the application is received at the Local Authority (LA). There is no need to attach supporting documentation with the application.
- Leaving or have recently left care – evidence of in care status will be checked when the application is received at the Local Authority. There is no need to attach supporting documentation with the application.
- In receipt of Income Support/Universal Credit (in place of Income Support) in their own name – you will need to provide evidence to the Head of Post 16 studies.
- A disabled learner in receipt of **both** Employment Support Allowance **and** Disability Living Allowance/Personal Independence Payment – you will need to provide evidence to the Head of Post 16 studies.

Please can you tick the relevant box as to whether you have been in receipt of a bursary award in the academic years 2022/23 or 2023/24.

## **Category 2**

Claiming Free School Meals – you can find guidance on the Plymouth City Council website if you wish to apply for free school meals. The guidance is available by clicking on the link below:

[Free school meals | PLYMOUTH.GOV.UK](#)

Please note we will be unable to process your application until the Free School Meal eligibility has been confirmed.

Please can you tick the relevant box as to whether you have been in receipt of a bursary award in the academic years 2022/23 or 2023/24.

### **Use of bursary funds**

Please complete the appropriate boxes to indicate estimated costs needed to support your studies. You may be asked to provide evidence of this at some point in the year (e.g. receipts).

### **For completion by the Head of Post 16**

Please hand the completed form and all relevant evidence (where requested) to your Head of Post 16/Sixth form office. All evidence documents need to be originals; these will be handed back to you once your Head of Post 16 checks the form.

### **Payment arrangements**

- Once your Head of Post 16 signs the form this will be sent to the Local Authority for processing.
- When you return to School in September you will receive confirmation from the LA detailing your bursary payment amounts.
- Your bursary will then be paid directly in to your bank account over 10 payments providing you continue to meet your School's/Academy's attendance and behavioural policy.
- If you do not meet the attendance and behavioural policy your School/Academy will notify you of this and you will not receive all or part of that month's bursary. Any appeals will need to be made directly to your School/Academy.
- If you do not receive a bursary payment as indicated in the timetable contained in your approval letter please contact your Head of Post 16.

### **Change of School/Academy**

- If you move to another School/Academy within Plymouth you will not need to fill out another application form, you will need to notify your new School/Academy and they will notify the LA to confirm the transfer. Your old School/Academy will also notify the LA that you have left that School/Academy.
- If you transfer to a School/Academy outside of the Plymouth collaborative scheme, or transfer to an FE College, you will no longer receive the bursary and your School/Academy will notify the LA that you no longer attend their Sixth form. You will need to discuss arrangements with your new School/Academy or FE College regarding any scheme it may operate.
- If you transfer from a School/Academy outside of Plymouth to one within Plymouth you will need to fill out an application and also confirm that you no longer are in receipt of a bursary from another institution.

If your circumstances change during the year please contact your Head of Post 16 to discuss how this affects your eligibility for the bursary.

## **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>