



16 – 19 Bursary Scheme Application Form 2026/2027

All information submitted will be processed in line with Ridgewood School Data Protection Policy

Part 1. Student Details	
First names	Surname
Date of Birth	Age on 31 August 2026
Home Address Postcode:	Home Telephone Number
	Mobile telephone number
	Email address
Please state who you live with: Parent/Carer ☐ Other ☐	
Have you been a resident in the UK for the last 3 years YES ☐ No ☐	
If 'No', where have you lived until now?	
Please give the date you moved to the UK	

Part 2. Parents/Carer details	
Title and first names	Surname
Home Address (if different from above) Postcode:	Home Telephone Number
	Mobile telephone number
	Email address

Part 3. Household details - Please state who you live with and their relationship to you		
Name	Relationship to you e.g. Mother, father, brother etc.	Age if under 16

Part 4. Student - If any of the following circumstances apply to you, please tick the appropriate box.	Tick
• You received Free School Meals in Year 11/Year 12	
• You are 16-18 years, live independently and claim Income Support/Universal Credit	
• You are looked after by the Local Authority	
• Have you ever been in care or are a Care Leaver?	
• You are student in receipt of Disability Living Allowance, Employment Support Allowance or Personal Independent Payment	
• You are a student and a parent	
• You are a student and receive Income Support for any reason	
• You have an Educational Health Care Plan	

Ridgewood School will require original evidence from external agencies, key worker/social worker or evidence of a benefit in your own name. Please note that all funding is subject to available funds.

Part 5. Student - Please State What Costs You Need Help With		
Expense	Details	Amount Requested
Books and Equipment		£
Fees - Exam Resits		£
Transport Costs to and from Sixth Form	How do you plan to travel? Bus Car Walk Cycle	£
Meals in Sixth Form		£
Subject Course Trips/Visits		£
Interviews and Open Days at Universities or for Higher Apprenticeships		£
Other Costs Please specify		£
TOTAL AMOUNT REQUESTED		£

Part 6. Bursary Groups and evidence/ documentation required.

Student - Which group are you applying for? (Read below for the details)

Priority 1

☐

Priority 2

☐

Priority 3

☐

Depending on which Priority you apply for, you will need to supply the following original documentation which will be returned

Priority 1: Vulnerable Student Support
• If you are in care/a care leaver - letter from the local authority to evidence looked after status.
• If you are in receipt of Income Support or Universal Credit in your own name – evidence of entitlement.
• If you are in receipt of Employment Support Allowance and Disability Living Allowance or Personal Independence Payments in own name - evidence of entitlement.

- | |
|--|
| Priority 1: Vulnerable Student Support |
| <ul style="list-style-type: none"> • If you are in care/a care leaver - letter from the local authority to evidence looked after status. |
| <ul style="list-style-type: none"> • If you are in receipt of Income Support or Universal Credit in your own name – evidence of entitlement. |
| <ul style="list-style-type: none"> • If you are in receipt of Employment Support Allowance and Disability Living Allowance or Personal Independence Payments in own name - evidence of entitlement. |

Priority 2: Student living in a household where the gross annual income is £16,190 or less. (excluding benefits) • Tax Credit Award Notice (TC602) for the current tax year (April 2025-26) detailing entitlement to Working Tax Credits or Child Tax Credits. • The three most recent Income Support/Universal Credit monthly award statements, which are less than 3 months old, showing name, address and a breakdown of benefits and take-home pay. • Entitlement or Award letter, which is less than 3 months old, showing evidence of a benefit/s received. • Earned income with no additional benefits - P60 for the tax year 2025/26. • If you are self-employed - Self-assessment tax calculation form (SA302) - this is the equivalent to the P60.
--

- | |
|--|
| <p>Priority 2: Student living in a household where the gross annual income is £16,190 or less. (excluding benefits)</p> <ul style="list-style-type: none"> • Tax Credit Award Notice (TC602) for the current tax year (April 2025-26) detailing entitlement to Working Tax Credits or Child Tax Credits. • The three most recent Income Support/Universal Credit monthly award statements, which are less than 3 months old, showing name, address and a breakdown of benefits and take-home pay. • Entitlement or Award letter, which is less than 3 months old, showing evidence of a benefit/s received. • Earned income with no additional benefits - P60 for the tax year 2025/26. • If you are self-employed - Self-assessment tax calculation form (SA302) - this is the equivalent to the P60. |
|--|

Priority 3: Student who has an extreme financial problem and a short term and specific educational or independent living cost which cannot be met.
• Appropriate evidence to show that the financial problem is extreme and short term. Household income evidence will be required as in Priority 2 above UNLESS you are already in receipt of a regular Bursary payment.
Please detail below the reason you are applying for support:

- | |
|--|
| Priority 3: Student who has an extreme financial problem and a short term and specific educational or independent living cost which cannot be met. |
| <ul style="list-style-type: none">• Appropriate evidence to show that the financial problem is extreme and short term. Household income evidence will be required as in Priority 2 above UNLESS you are already in receipt of a regular Bursary payment. |
| Please detail below the reason you are applying for support: |

Priority 3: Student who has an extreme financial problem and a short term and specific educational or independent living cost which cannot be met.
• Appropriate evidence to show that the financial problem is extreme and short term. Household income evidence will be required as in Priority 2 above UNLESS you are already in receipt of a regular Bursary payment.
Please detail below the reason you are applying for support:

Part 7 to be completed by Parent/Carer. The following questions relate to income into your household. This information will be treated as confidential for the purpose of this application.

Part 7. Income details (for household). Do you as parent/carers claim any of the following benefits?		
Type of Income	Tick	Evidence required
Income Support/Universal Credit	☐	An award letter which is less than 3 months old on the date of application
Jobseeker' Allowance (Income based)	☐	An award letter which is less than 3 months old on the date of application
Working Tax credit/Child Tax Credit	☐	Pages 1-4 of your most recent Tax Credit Award
Pension Credit (Guarantee credits only)	☐	An award letter which is less than 3 months old on the date of application
Income based Employment and Support Allowance (ESA)	☐	An award letter which is less than 3 months old on the date of application
Other benefits/pensions (please specify)	☐	An award letter which is less than 3 months old on the date of application
Earned income with no additional benefits	☐	Include last 3 monthly wage slips or last 6 weekly wage slips/P60
Self-employed earnings with no additional benefits	☐	Audited accounts or official tax return (SA302)

Please give gross earned household annual income: Adult 1:

Adult 2:

Part 8. Declaration - I/we certify that the information given above is correct and understand that Ridgewood School has the right to reclaim any funds and equipment costs, if it is found the information provided is incorrect. - I/we confirm that I/we will be in receipt of one of the benefits or have an annual income of £22,000 (gross) or less stated on the Bursary Fund application form for the whole or part of the duration of the academic year. - I/we will inform the school if there is any change to these circumstances during this time. - I/we understand that Ridgewood School can hold and process the information contained within this application, in line with Ridgewood School Data Protection Policy, and has the right to share the information and evidence with the appropriate Government agencies, if deemed appropriate.	
Signature of parents/carers or student living independently	Date:
Part 9. Student Declaration - I understand that I do not have an automatic entitlement to Bursary payments, and all payments are based on the information I have provided. - I understand that failure to inform the school, of any changes in circumstances could result in any payments already made being requested to be reimbursed to the school. - I understand that monies I receive under the Bursary Fund have been awarded to provide me with financial support to allow me to continue in learning, and if I leave my course all financial support will stop - I agree to comply with the school policies in respect of attendance (at least 95% and 100% authorised), punctuality and behaviour. I am aware that failure to meet these expectations will result in no further payments being made from the Bursary until these expectations are met.	
Signature of student	Date:

Appeals

Should you be unhappy regarding any aspect of an award decision, you have a right to appeal against that decision in writing within 10 days of being advised of the decision. Additionally, you may request a review of your award if there is a significant change in your circumstances which leads to a reduction in your income. NB Ridgewood School reserves the right to amend/update the application form and/or policy and procedures during the academic year depending on available funds.

REMEMBER:

Your application will not be assessed **unless you give your full details and enclosed the required documentary evidence of household income.** If you need any further information or support, please contact Mrs Lester on 01302 783939 ext. 2004 **Please return this form to:**

Mrs D Lester
Sixth Form Administrator
Ridgewood School
Barnsley Road
Scawsby
DN5 7UB