



JKHS 6th Form 16-19 Bursary Application **Guidance for Completing Microsoft Form**



LINK TO THE APPLICATION FORM:

[16-19 Bursary Application 2026-27 – Fill in form](#)

The form will have to be accessed using the student's John Kyrle account. It cannot be accessed by users outside the school/Heart of Mercia Multi-Academy Trust due to the need to upload files.

What is the 16-19 Bursary

The 16-19 Bursary is a means-tested, government provided fund aiming to support students who have difficulty in meeting costs related to their studies.

If you are eligible, you need to make an application using the Microsoft Form. Any bursary allocation will be calculated and communicated to you in a timely manner. You have the right to appeal. Please see the **bursary policy** on John Kyrle 6th Form website in "About Us" tab, then under "policies" for more details.

There are two categories for allocating bursaries.

- i) **Discretionary** bursaries based on household income and financial need linked to the study programme. Please note the current total household *income limit* for discretionary applications is **£60,000 per annum** with awards being allocated on a sliding scale. Household income up to £38,000 will receive 100% of their claim, between £38,001 and £48,000 will receive 75% and between £48,001 and £60,000 it will be 50%. All allocations will be based on financial need, and an application is not a guarantee that claims will be paid.

There is no maximum amount that can be applied for from the discretionary bursary. However, the school is allocated a set amount for distribution to students and therefore the value of awards will be based on the number of applications received.

- ii) **Vulnerable group** bursaries for students who qualify, including
- Looked after young people and care leavers,
 - Young people in receipt of specific welfare benefits **in their own name**. (Universal Credit, Disability Living Allowance and Personal Independence Payments)

Please note qualifying as a vulnerable group will still require assessment of financial need and is not a guarantee of bursary allocation. The maximum allocation for VG bursary is £1,200. In some circumstances a student may qualify for BOTH VG bursary and discretionary. This should be discussed with Miss Bellingham/Head of Year and allocation will be linked to course costs and financial need.

For clarification on eligibility please see JKHS Bursary policy and/or government information: -

[16 to 19 Bursary Fund guide: 2026 to 2027 - GOV.UK](#)

Completing the Microsoft Form

Questions 1 & 2: Bursary applications are made in the name of the student. Although BOTH student and parent/carer must sign the application at the end. This is due to the inclusion of documents such as payslips and benefit awards. It would be an offence to provide inaccurate information of income and benefit claims; therefore, it is important a parent/carer is confident in the accuracy of information provided.

Question 3: The subjects being studied at A Level will allow us to ascertain whether there are any essential trips. If a student changes subjects during the first half term, they will need to be responsible for letting their subject teachers, tutor and Head of Year know that there may be a change in their bursary application claim.

Question 4: Postcode of home address will enable any fuel allowance to be calculated based on the milage of a return trip paid at 25p per mile.

Question 5: Please use the above information on the two types of bursary to decide which one you will be applying for. Please note that in some circumstances you may be eligible to apply for both. For example, as part of a vulnerable group, and also for the discretionary bursary if household income is below £60,000. If this is the case, please chose to apply for ONE type of bursary using the form and then speak to Miss Bellingham/Head of Year.

Discretionary Bursary

Question 6: To qualify for discretionary bursary the government requires schools to collect evidence of household income. Please state the amount in £ of annual taxable household income. For example, £35,400. This can be found using payslips, P60, self-assessment tax returns, benefit awards.

Question 7: John Kyrle is obliged to collect evidence of household income which will be stored confidentially in line with GDPR. **We cannot process any claim until we have this.** Please upload scans or photos of income evidence showing name and address (or name only if impossible to show address). This needs to be **3** monthly payslips or **4** weekly payslips. **3** monthly benefit awards or the award notice. If your circumstances make this evidence difficult to provide, please type and sign a statement which explains your current situation and upload. For example, if recently moved house and currently between jobs, living from grandparent's support etc.

Vulnerable Groups Bursary

Question 8: Which group are you part of – this can be multiple groups.

Question 9: John Kyrle are obliged to collect evidence to prove group membership to the government. This includes for students who are in care or a care leaver, written confirmation of their current or previous looked-after status from the relevant local authority. The evidence could be a letter or an email but must be clearly from the local authority. For students in receipt of UC or PIP or DLA, a copy of their award notice. This must clearly state that the claim is in the student's name/confirm they are entitled to the benefits in their own right.

Question 10: We are required to ask whether you consider you have a financial need for the bursary to support you with your studies. Please answer Yes, if you would like to confirm that you need to apply for bursary support.

Bursary Claims

Question 11: A large expense for some students is transport. If you would like bursary support, please indicate what your main form of transport to and from school is. Please indicate No, if you do not require help with transport.

Question 12: Please indicate the yearly cost of the bus. For school transport this should be given to you by school/Hereford LA when applying for a bus pass. For public bus please calculate your bus fare for the year. Year 13 = 35 weeks Year 12 = 39 weeks. Please state the bus route and number. We will have evidence if you take a school bus, but we will require a few bus tickets as evidence of using a public bus once you start. More information on school transport can be found here: [John Kyrle High School - School Transport post 16](#)

IMPORTANT NOTE: you will have to set up and pay for at least part of your school transport before bursary allocations are finalised. If you are eligible for bursary support for a school bus, you will receive the amount in termly payments directly into the student's account. It will be up to parent/carers to arrange for any money already paid, and future payments, to be covered from the bursary allocation which goes into the student's account.

Question 13: If you have any essential trips linked to your A Level please select yes. The main subjects with field trips are Biology, Geology and Geography. However, Drama, History and English may also run essential day trips. We will establish the detail and calculate bursary contributions which will be added directly to ParentPay.

Question 14: Please **list all the items** you would like to claim for. Previous examples include laptops, calculators, stationary, clothing for trips, shoes for students who walk to school, textiles equipment, other IT supporting equipment, revision guides, textbooks. It is important that you **state the cost** you are claiming **for every item**. Some common items may be purchased by school and distributed, for example laptops and calculators. Therefore, if you have specific needs for the resources this must be communicated before school makes purchases for you. If money is allocated directly into student account for purchases, **receipts will be required**.

Question 15: School is obliged to collect the reasons why the items are essential for you. Please briefly state the reasons why you need them. For example "I need a laptop because I do not have one and there is no shared home computer." or "I need walking boots and a waterproof coat because I walk to school, I am a young carer with no option of getting a lift".

Question 16: This is for you to add any information about your personal circumstances that might explain your financial need and the costs you face in accessing education. For example, if you have a disability or educational need which means you have to attend regular appointments which disrupt your studies and therefore you need support with extra transport or extra revision supplies. Please keep this relevant and as concise as possible because Data protection policy requires us to limit the amount of personal data held.

Bank Details and Signatures

Question 17: Any payments made must go into a bank account in **the student's name**.

Question 18 & 19: The sort code is 6 digits, often spaced in pairs. The account number is usually 8 digits long.

Question 20: It is important to understand that giving false information could result in money being reclaimed.

Question 21: As stated, the amount given for any bursary is linked to the costs of study. The maximum that can be allocated for vulnerable group bursary is £1,200; this is not an automatic amount. The funding allocated to school for the discretionary bursary is limited and this means students may not get all the costs applied for. This will depend on the number of applications and the costs that individuals are claiming. In the past most students who apply for bursary and meet the eligibility criteria have been successful, at least in part. For details on making an appeal, please see the John Kyrle Bursary Policy.

Question 22 & 23: Applications cannot be processed unless signed by both student and parent/carer. (Unless the student is living independently).