

Woodlands School 16 – 19 Bursary Fund Application Form

PLEASE RETURN TO the school office: schooloffice@woodlands.luton.sch.uk

By 1st November 2026 – with scanned copies of accompanying evidence.



Applicant details	
Student's name:	Date of Birth:
Home address:	
Postcode:	
Telephone:	Email:
Eligibility: This section will ask you to indicate which of the 2 agreed categories you wish your application to be considered against. You will also find information about what evidence you will be required to supply to support your application.	
Please read the descriptions of the categories for eligibility. Please indicate here which category you are applying for: I wish to apply for the 16 – 19 bursary in Category _____	
Category 1 – Vulnerable Student Bursary I wish this application to be considered under Priority One as the student is: - in local authority care, or - has recently left local authority care;	
Category 2 – Discretionary Bursary I wish my application to be considered under Priority Two: - Students who are eligible to receive Free School Meals - Students whose household income is below £25,000 – evidenced by proof of earnings - The student or their family is in receipt of Universal Credit - Or students who have been affected by a sudden, exceptional change in financial circumstances <i>In support of this application please enclose:</i> A) Copy of Universal Credit award letter (or equivalent benefit) or proof of household income below £25,000 (payslips and or benefit statements for all household members with parental responsibility) B) Copy of students DLA/ PIP award letter	
How the funds will be used: Please detail the reason and amount (if known) against each question below. If you are not requesting funds in a particular section, please either leave blank or put N/A.	

Please detail the reason and amount (if known) below. If you need support with identifying appropriate resources state further information requested and the school will liaise with the student's department leader.
1) Transport (Please select all options below that apply) a) Home to school support with transport costs – I do not receive payments from LBC
b) Home to school support with transport costs – I receive payment subsidies from LBC but there is a shortfall (please provide evidence to support this)

2) Learning resources and equipment e.g. books, sensory equipment, etc.

Further information requested: Y / N

3) Specialist clothing related to learning e.g. swimming kit, boots for horticulture, clothing for work experience, café uniform etc.

Further information requested: Y / N

4) Support towards the cost of educational visits, trips, events and work experience

Further information requested: Y / N

5) Meals e.g. school dinners (see information above re. those entitled to Free School Meals), meals at college, work experience etc.

6) Other items solely related to accessing learning.

Please specify:

Parent/Carer Confirmation & Agreement (Required)

By completing this form, I agree to the below:

- I have read and understood the school's 16–19 Bursary Fund Policy.
- All information provided on this form are correct and complete to the best of my knowledge.
- I understand that bursary funding is provided to cover direct, education related costs and that payments or in-kind support are conditional upon the student maintaining good attendance and engagement, in line with their individual abilities and agreed school standards.
- I understand that providing false information or failing to notify the school of a significant change in our financial circumstances, will result in this application being disqualified and may lead to the recovery of funds or items already provided.

Name _____

Relationship to student e.g. parent _____

Signed _____ Date _____

CHECKLIST: Please check that you have attached the below supporting documents. Documents can be emailed to schooloffice@woodlands.luton.sch.uk or sent into school with your student in an envelope marked Bursary – FAO School Business Manager.

Please note copies cannot be returned and will be securely shredded as per our Data Retention Policy.

- Copy of Universal Credit award letter (or equivalent benefit) or proof of household income below £25,000 (payslips and or benefit statements for all household members with parental responsibility)
- Copy of home to school transport arrangements and payments for academic year
- For Vulnerable Bursary Application's only – A copy of the Looked After Status letter