



Discretionary Bursary Fund 2025-26: Application Form and evidence of combined family income

Please use this form to describe the total family income in order to apply for the Discretionary Bursary Fund for a Sixth Form student. Family income includes all the funds coming into the family, whatever the source.

Please provide three consecutive monthly bank statements and any other supporting documentation, three consecutive documents are advisable so we can verify the frequency of the payment. Examples of what supporting documentation we require includes: Universal Credit, Working Tax Credit, Personal Independent Payments, Disability Living Allowance, Child Credit, etc.

Applications are due by **Monday 29 September 2025** to be considered for the first payment. Applications received up until **Monday 6 October 2025** will be considered for Module 1 but may receive a later payment date, later applications will be considered for eligibility in subsequent terms only.

Student who has applied for the Discretionary Bursary Fund:

Household Income (see overleaf)

Document Number ¹	Document Title ²	Description of Income	Amount of Income	Frequency of Income ³	Total per Year ⁴
			£		£
			£		£
			£		£
			£		£
			£		£
			£		£
			£		£
			£		£
			£		£
			£		£
Grand Total for Year					£

¹ Please number each document separately, with the same number written and circled on the top of each page of that document. One document may be evidence for more than one income source; e.g. "Bank Statement".

² Please indicate what the document is; e.g. "Bank Statement", "Universal Credit", etc.

³ Please indicate how many times a year you receive the income; e.g. Weekly=52, Fortnightly=26, Every 4 Weeks=13, Monthly= 12, Annually= 1.



⁴ This is the amount of income multiplied by the frequency of the income.

Privacy Notice

How we use your personal information

Why do we collect personal information?

Leigh Academies Trust (LAT) collects and processes personal data relating to its students to effectively manage learning and to meet its statutory obligations as a Multi Academies Trust (MAT). LAT is committed to being transparent about how and why it collects and uses that data and to meeting its General Data Protection Regulations (GDPR) obligations.

What personal information does the organisation collect and how long will it be kept for?

LAT collects personal data under the GDPR Article 6c (Legal Obligation), and 6e (Public Task) in order to meet its legal obligations with the Education and Skills Funding Agency (ESFA). All data collected and processed on behalf of ESFA will be held for as long as we are legally required to do so. Financial records are held for 6 years. If your application is unsuccessful, the reasons for not being awarded will be added to your record and the application form deleted.

How is this data collected and stored?

Data is stored in a range of secure places, including the student information management systems, paper records stored in secure places and on electronic documents within a secure network.

Who has access to data?

Information will be shared internally, with any LAT staff who need access to the data to provide services to students. Where LAT engages non-statutory third parties to process personal data on its behalf, we require them to do so on the basis of written instructions, under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data. This will only take place where the law allows it and the share is in compliance with GDPR legislation.

What rights do you have?

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request
- require the organisation to change incorrect or incomplete data
- require the organisation to delete or stop processing your data. For example, where the data is no longer necessary for the stated purposes of processing
- object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing

Further information can be found at <https://leighacademiestrust.org.uk/about-us/lat-policies>



The Hundred of Hoo Academy

Students are eligible for the Bursary Fund if the total family income is less than £32,000. The amount paid is on a sliding scale, with students from families with less than £22,000 combined income receiving the highest amount. Please note that if a learner is in receipt of Universal Credit, any payments received from the Bursary Fund may affect the amount of benefit they are entitled to.

A decision will be made the week commencing 6 October 2025, for applications received by Monday 29 September 2025 and applicants notified as soon as thereafter. Applications received after Monday 6 October 2025 and up until Friday 31 October 2025, will receive a decision at a later date.

☐ I hereby certify that all of the information supplied is correct, and acknowledge that I understand the criteria under which funding will be allocated. I also acknowledge that any payments are subject to satisfactory performance (see student declaration below).

☐ I understand that this application is only for the 2025/26 academic year.

☐ I have attached relevant photocopies of any supporting information, I understand that this will be held securely, they will only be used for this process and destroyed once a decision has been made.

☐ I understand that the funds may only be used in support of the student's education; e.g. course materials, trips and visits, Academy clothing and transport to/from The Hundred of Hoo Academy.

Parental declaration: *I hereby certify that the above information is a complete, current and accurate summary of the family income for the student named on Page 1.*

Name:

Signature:

Date:

If the application is successful, then payment is to be made into the following account (which must belong to the student, and not a parent/carer), I agree that this information will be stored securely for use of payment:

Name:

Bank:

Sort Code:
(6 Digit Code XX-XX-XX)

Account Number:
(8 Digit Code XXXXXXXX)

Student declaration: *I hereby certify that the bank account details above are for my own account, and understand that payments are subject to the following criteria: my attendance remaining above 97% throughout the Academic year, my effort and homework grades will be rated at G or E and there will be no effort or have work grades of R or C. I understand that the funds may only be used in support of the student's education; e.g. course materials, trips and visits, Academy clothing and transport to/from The Hundred of Hoo Academy. I have read and understood the privacy notice on Page 2.*

Name:

Signature:

Date: