



WEST SUSSEX COUNTY COUNCIL

IMBERHORNE SCHOOL

Headteacher: **Matthew Whatford**

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28 July 2026

Dear Parent / Carer

16-19 Student Bursary 2026/7

I am writing to you with the information that you will need if you wish to apply for a 16-19 student bursary award for your son or daughter for the coming academic year.

The 16-19 Bursary is a government allocated sum of money given to schools to help support sixth formers and their families who may be in financial hardship with the costs of attending full time post-16 education; these could include travel, enrolment contributions, equipment, subject visits etc. Eligibility is based on the total annual household income in the previous financial year, April 2025 – March 2026.

Details of the levels of bursaries, along with the eligibility criteria, are detailed in the application and financial assessment pack that accompanies this letter. The deadline for the application to be returned is return is **5pm on Monday 19 October 2026**. Please note we cannot accept late applications.

This bursary is awarded annually so if your son/daughter is now in Year 13 and was in receipt of a bursary last year, you will need to apply again this year.

Year 12 students will receive their total bursary in 6 equal payments and Year 13 in 5 equal payments (because of their early exam period next summer). They are paid half termly with the first payment made after October half term. Students must attend school fully (including scheduled mentoring appointments, one fortnightly Personal Development lesson, complete independent guided learning hours and subject lessons). Students who fail to do this will lose a proportion of their bursary in line with their attendance rate i.e., if a student's lesson attendance drops to 90% they will only receive 90% of their bursary for that half term.

All bursaries are paid directly to the student and can only be made to an account in their name. The bursary funds awarded must be used to support their learning directly and therefore at times evidence of spending will be requested

If you would like to discuss applying for a bursary for your son/daughter, please contact me at school and I will be happy to help.

Yours faithfully

Mr Glyn Creeves
Senior Assistant Head Teacher – KS5



2026-2027

16-19 Bursary

Application form

and

Financial Declaration

16 - 19 bursary funding allocation criteria

Details of the Bursary Fund are given to all students at the beginning of the year and can be reissued to any students who experience a change in circumstances during the year.

The bursary is intended to provide a contribution towards the costs of attending our Sixth Form provision. Any award is expected to be used to fund expenditure such as travel to school, enrolment costs, educational visits during the year, exam re-sits, visiting university open days or enrichment activities that are offered to enhance the core curriculum.

Bursary 1: High Priority award for Vulnerable Students

Eligibility	Supporting Evidence
Young people in care or care leavers	Current letter the from host borough with responsibility for on-going care arrangements or documentation confirming leaving care arrangements
Young people receiving Income Support or Universal Credit	Documentation from the Benefits Agency dated between 01/04/25 – 31/03/26 <u>Plus</u> Current benefits letter dated within the last three months
Young people receiving needs-based benefits such as Personal Independence Payment, Employment Support Allowance, Disability Living Allowance etc	Documentation from the Benefits Agency dated between 01/04/25 – 31/03/26 <u>Plus</u> Current benefits letter dated within the last three months
Students who live in a household whose total annual household income below £ 25,000	See supporting evidence requirements in the financial assessment pages

Bursary 2: Medium priority award

Eligibility	Supporting Evidence
Students who live in a household whose total annual income is between £ 25,000 - £ 35,000	See supporting evidence requirements in the financial assessment pages
Students who are in receipt of Free School Meals	Evidence held by the school for current eligibility

Bursary 3: Low priority award

Eligibility	Supporting Evidence
Students who live in a household whose total annual income is between £ 35,001 - £ 42,737	See supporting evidence requirements in the financial assessment pages

If your household income is more than £ 42,737 you will not be eligible for the bursary

Bursary 4: Head of Sixth Form discretionary bursary payment

Students experiencing financial hardship can apply for a one-off bursary payment towards specific costs that contribute to their educational outcomes or support them to overcome short term issues that would otherwise negatively impact on their learning. These payments are awarded at the discretion of the Head of Sixth Form in consultation with the School Business Manager and are subject to the availability of bursary funds.

2026-27 16 - 19 Bursary Application Form

Who should complete this form?

Complete this form if you are:

- The student's natural or adoptive parent
- The student's step-parent
- The husband, wife, civil partner or cohabiting partner of one of the student's parents
- The person who previously completed an application in 2025-26 for a 16 - 19 Bursary

The deadline for returned forms is 5pm on Monday 19 October 2026

What details do I need to provide?

You need to tell us some personal details and what your financial income was for the tax year 2025-26. We need your income amounts so we can work out what the student(s) you are supporting are entitled to.

You must send copied financial evidence for every income type you enter. There is a table in each section to let you know what copied evidence to send.

What if I have further questions?

If you have further questions you can contact the school's Business Manager at: dclements@imberhorne.co.uk

Where do I send my form?

The quickest and easiest way to return your form and supporting evidence is by uploading a digital copy of these to Imberhorne Sixth Form at sixthform@imberhorne.co.uk

Please ensure that the declaration is signed and dated or we will not be able to use the information.

If you are unable to upload your form or evidence, you should complete, sign and date the declaration and return:

Mr G Crees
Senior Assistant Head – KS5
Imberhorne School
Imberhorne Lane
East Grinstead
RH19 1QY

Additional information

We will securely destroy all the financial evidence you send after we have checked for eligibility to the 16 - 19 bursary.

Our data privacy notice can be found at
<http://www.imberhorne.co.uk/data-protection>

Section 1: Personal details

Student's details

Forename	
Surname	
Date of birth	
Year group	

Your details

Forename(s)	
Surname	
Relationship to student	
Email address	

How many dependent children are living in the household (under 16 years old, or a 16 to 18-year-old in full-time education)

Do you have current Free School Meals entitlement for this student(s)

Yes

No

What are their travel arrangements to and from school

Section 2: Income from salary/wages

The financial assessment is in respect of the total household income and your responses in this section must reflect this position. The information provided must be for the financial year 2025-26 (April 2025- March 2026).

Did you receive any income from salary or wages from 6 April 2025 to 5 April 2026?

☐

Yes - complete this section

☐

No – go to section 3

	Parent/Carer 1	Parent/Carer 2
Salary/wages	£	£
Redundancy (full payment irrespective of tax status)	£	£

Evidence required

Employment (all applicants)	Tax year 2025-26 copied evidence items you can send
For each employment	Your P60 or your final month payslip within the relevant tax year Your P11D for taxable benefits
Redundancy	A letter on headed paper from your previous employer detailing the total amount of redundancy received; or A payslip within the tax year showing your total redundancy

Section 3: Income from pensions

Did you receive any income from pensions from 6 April 2025 to 5 April 2026?

☐ Yes -complete this section

☐ No – go to section 4

	Parent/Carer 1	Parent/Carer 2
Private pensions	£	£
Workplace pension/ occupational pensions	£	£
State retirement pension	£	£
Overseas pensions	£	£

Evidence required

If you are not self-assessed	For state retirement pensions send: BR735 or Awards notice from the Department for Work and Pensions confirming pension payments received. For a private or workplace pension send: your P60 or your P60P or your final payslip or your annual statement of payments received from your pension provider
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Section 4: Income from state benefits

Did you receive any income from state benefits from 6 April 2025 to 5 April 2026?

☐

Yes -complete this section

☐

No – go to section 5

	Parent/Carer 1	Parent/Carer 2
State benefits	£	£

Only include income received from the following benefits

- Bereavement Allowance
- Carer's Allowance
- Contribution based Employment and Support Allowance
- Graduated Retirement Benefit
- Incapacity Benefit (only include the amount received after 28 weeks of incapacity)
- Industrial Death Benefit
- Jobseeker's Allowance
- Statutory Adoption Pay
- Statutory Maternity Pay
- Statutory Paternity Pay
- Statutory Sick Pay
- Universal Credit
- Widowed Parent's Allowance

Evidence required

State benefits	Your P60U or A letter from Jobcentre plus to confirm the amount of any benefits covering the full tax year A notification letter for the relevant year from the Benefits Agency or Department for Work and Pensions Extract from your Universal Credit journal confirming the annual amount paid
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Section 5: Self -assessed income / self employed

Did you receive any self-assessed / self-employed income from 6 April 2025 to 5 April 2026?

☐

Yes -complete this section

☐

No – go to declaration

	Parent/Carer 1	Parent/Carer 2
Self -employment Adjusted taxable profit from the business/ partnership	£	£
Foreign income Include the foreign currency and amount you declared to HMRC	£	£
Property lettings Income from UK or foreign property or land	£	£
UK trusts Total expected income from UK trusts.	£	£
Lump sums or other taxable income	£	£

Evidence required

Online tax return	Your full online tax return for the 2024-25 tax year
Short paper tax return	Your full finalised SA200 form
Full paper tax return	SA100 – Main tax return form SA101 – Additional information SA105 – UK property SA107 - Trusts

Now complete the declaration below

Declaration

This application for financial support may be delayed unless you sign and date this declaration.

I confirm that to the best of my knowledge and belief, the information I have provided is true and complete. If it is not, I understand the student(s) I am supporting may have their financial support withdrawn.

Parent/Carer 1

Your full name (in Block Capitals)

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Your signature

X

Today's date

--

Parent/Carer 2

Your full name (in Block Capitals)

--

Your signature

X

Today's date

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Checklist

Before you return this form, please make sure that:

All applicable questions have been answered	
The declaration is signed and dated	
All required evidence has been provided with this form	