

# FREE SCHOOL MEALS AND BURSARY

## APPLICATION FORM 2023/2024

### For office use only

Eligibility Checked:

Free School Meal: Yes ☐ No ☐

Bursary: Yes ☐ No ☐

Award:

Date Approved:

Approved By:

### PART A – SECTION 1 PERSONAL STUDENT INFORMATION

Surname		Forename	
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Date of Birth		Age @ 31.8.23		Student ID Number	
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Have you been a resident in the UK / EEA for the last 3 years?	Yes		No	
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Are you an Asylum Seeker?	Yes		No		Are you a young carer?	Yes		No	
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Student's Home Address			
	Postcode		

If time at address is less than 3 years, please provide previous postcode	
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Telephone		Mobile	
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Please indicate who you live with	Parents		Relatives		Other		On own	
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#### FOR PRIORITY VULNERABLE BURSARY (Questions are regarding the student)

Are you in care? In care is defined as a looked after child by local authority either a section 20 or 31.	Yes		No	
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Are you a care leaver?	Yes		No	
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#### PLEASE ENCLOSE A LETTER FROM THE LOCAL AUTHORITY CONFIRMING LOOKED AFTER STATUS

If living on your own please indicate how you support yourself financially	
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Are you (student) in receipt of Income Support or Universal Credit?	Yes		No	
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Are you (student) in receipt of Disability Living Allowance <b>and</b> Employment Support Allowance?	Yes		No	
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Are you (student) a parent who has responsibility for a child? If Yes, have you considered the Care to Learn Scheme?	Yes		No	
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**N.B. Meeting the criteria for a bursary for vulnerable groups does not automatically mean funding will be given. There is a possibility of no award or a limited award of a bursary for vulnerable groups being the outcome of an application.**

**PART A – SECTION 2 STUDENT BANK INFORMATION** (This is used in the event that BACs payments are needed)

Account Title													
Name of Bank Account / Building Society													
Branch													
Sort Code							Account Number						
Roll Number (if applicable) (Building Society Accounts only)													
Signature of student							Date						

**PART B – TO BE COMPLETED BY PARENTS OR CARERS**

**PART B – SECTION 1 PARENTS/CARERS CHECK**

Surname				First Names			
Parent / Carer				Tel (home)			
Address				Tel (mobile)			
				email address			
Please state the relationship with student							
Does the young person live with you at the address shown?				Yes		No	
Please state the number of dependants in household (under 18)							

**PART B – SECTION 2 BENEFIT AND INCOME ASSESSMENT** (TOTAL GROSS HOUSEHOLD INCOME)

**DO PARENT(S) / CARER(S) CLAIM ANY OF THE FOLLOWING BENEFITS**  
(PLEASE TICK AS APPROPRIATE)

A student is only eligible to receive a free meal when they or a responsible adult on their behalf have made a successful application to the institution where they are enrolled and for bursary purposes the household income falls below £25,000.

Income Support		Proof of benefit (current letter of entitlement)
Income-Related Employment and Support Allowance		Proof of benefit (current letter of entitlement)
Income-based Jobseeker's Allowance (JSA)		Proof of benefit (current letter of entitlement)
Child Tax Credit and/or Working Tax Credits		Tax Credit Award for current tax year. Child tax credits only and an annual gross income of £16,190 or less.
Support under Part VI of the Immigration & Asylum Act 1999		Vouchers as supplied by Inland Revenue
Pension Credits (Minimum Guarantee Credit)		Pension Credit Award Notice
Universal Credit		UC with net earnings not exceeding the equivalent of £7400 p.a.
Has the student been eligible for FSM prior to April 2018?		
Other information for us to be aware of (i.e. Self Employed)		Check Self Employed Declaration Form for free school meals eligibility if entitled to UC

YOU MUST ATTACH EVIDENCE OF RELEVANT BENEFIT – e.g. COPY OF THE MOST RECENT AWARD LETTER FROM BENEFIT AUTHORITY. FOR WORKING TAX OR CHILD TAX CREDIT YOU NEED TO SUPPLY YOUR 2023/2024 TAX CREDIT AWARD NOTICE. FOR UNIVERSAL CREDIT PLEASE SUPPLY THE LAST THREE AWARD NOTICES IN FULL WHICH CAN BE FOUND IN YOUR JOURNAL WHEN YOU LOG IN TO YOUR UC ACCOUNT ONLINE.

## PART B – BENEFIT AND INCOME ASSESSMENT CONTINUED

If you do not receive any of the above, you must provide evidence of the total household income for all adults(s) you live with i.e. three months pay slips/P60 for the previous tax year.

Please tick to confirm: *I/we do not receive any of the listed benefits* ☐

Please state total annual gross household income £

## PART C - ADDITIONAL INFORMATION

Please give any further information that may be relevant to support your application.

Travel information

*The college prioritises travel in the first instance.*

How do you intend to travel to college:

Bus ☐

Train ☐

Walk ☐

Bicycle ☐

Other (please state)

**Important - Please provide the relevant evidence as your application cannot be processed without it. If you are unable to provide any of these, please contact the Bursary Team at [bursary@priestley.ac.uk](mailto:bursary@priestley.ac.uk) for information about the other evidence we may be able to accept.**

## PART C – SIGNATURE OF PARENT / CARER AND STUDENT

### PLEASE SEE OVERLEAF FOR PRIVACY NOTICES

<b>Student Declaration</b>	<ul style="list-style-type: none"> <li>• I declare that all answers given in this form are true.</li> <li>• I have read the guidance and accept the conditions of any bursary awarded to me.</li> <li>• I understand that if I give false information or withhold information, my application will be cancelled and action will be taken, where appropriate, to recover any money paid to me.</li> <li>• I accept that I will need to refund any sum arising from an overpayment for any reason.</li> <li>• I understand that, if I do not keep to the conditions of my learning agreement, (this includes college expected levels of attendance - 95% and above in all elements of a students programme), payments may be withheld.</li> <li>• I understand that, if I leave college, I will not be entitled to further payments and that I must return any equipment paid for via the bursary.</li> <li>• I understand that the information provided may be shared with other agencies for the purposes of verification and prevention of fraud. <b>Cases of fraud may be prosecuted.</b></li> </ul>
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<b>Signature of Student</b>		<b>Date</b>	
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<b>Parent / Guardian Declaration</b>	<p><i>This section must be completed by the applicant's parent/carer as applications for the Priestley College Bursary will be assessed against household income.</i></p> <ul style="list-style-type: none"> <li>• I/we declare that, to the best of my knowledge, all the information given in connection with the application is full and correct in every respect.</li> <li>• I/we will provide any additional information which may be required by the college to verify my/our circumstances.</li> <li>• I/we will inform the college of any changes in financial circumstances which may affect the award.</li> <li>• I/we understand that if my/our child does not keep to the condition of their Learning Agreement, (this includes college expected levels of attendance - 95% and above in all elements of a students programme), payments may be withheld.</li> <li>• I/we understand that my/our child leaves the college, he/she will not be entitled to any further payments and that they must return any equipment paid for via the bursary.</li> <li>• I/we understand that the information provided may be shared with other agencies for the purposes of verification and prevention of fraud. <b>Cases of fraud may be prosecuted.</b></li> </ul>
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<b>Signature of Parent / Carer</b>		<b>Date</b>	
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<b>Signature of Parent / Carer</b>		<b>Date</b>	
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<b>HAVE YOU REMEMBERED TO ATTACH</b>
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Evidence of relevant benefit and/or proof of household income below £25,000	
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Check Self Employed Declaration Form for free school meals eligibility if entitled to UC (if applicable)	
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Letter from Local Authority confirming looked after or care leaver status (if applicable)	
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**Please check that you have answered each section fully**

<p><b>Once complete with evidence, please return to</b></p> <p><b>Student Services</b> or <b>bursary@priestley.ac.uk</b>  <b>Priestley College</b>  <b>Loushers Lane</b>  <b>Warrington</b>  <b>Cheshire</b>  <b>WA4 6RD</b></p>	
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## PRIVACY NOTICE FOR STUDENTS AND PARENTS

<b>Priestley College</b>	<p>This privacy notice explains how the college use your personal information. If you have any questions about the way we use your personal data, please contact our Data Protection Officer on 01925 263919 or email <a href="mailto:a.laing@tcat.uk.com">a.laing@tcat.uk.com</a>. Your personal information is used by us to exercise our official authority to provide further education services within the legislative framework of the Further and Higher Education Act and the Education (Government of Further Education Colleges) Regulations 1992. We also have requirements placed on us by the Department for Education (DfE), and the Education and Skills Funding Agency (ESFA).</p> <p><b>What information do we collect about you?</b></p> <p>We collect information from you when you submit an application to the Priestley College Bursary Scheme. The information we collect includes your name, address, contact details, date of birth and information about your household and personal circumstances.</p> <p><b>How will we use information about you?</b></p> <p>We will use the information you provide to process your application for the Priestley College Bursary Scheme. We also pass information to relevant government bodies and agencies as part of our mandatory duty. You can view a separate privacy notice from the Education and Skills Funding Agency on behalf of the Department for Education at the end of this notice. Your information will be securely destroyed after it is no longer required for these purposes, in accordance with our retention policy. You can request a copy of this policy from the college's data protection officer.</p> <p><b>Special categories of information</b></p> <p>The college will also ask you to provide information relating to your residency and nationality, and information relating to benefits your household may receive which may be relevant to your health and other personal circumstances. This information is used to assess your eligibility under the categories of the bursary, and to ensure that we meet our obligations under the Equality Duty. If you would like to discuss this further, please do not hesitate to contact us.</p>
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## PRIVACY NOTICE EDUCATION AND SKILLS FUNDING AGENCY AND DEPARTMENT FOR EDUCATION

<b>ESFA and DfE</b>	<p>This privacy notice is issued by the Education and Skills Funding Agency (ESFA) on behalf of the Secretary of State for the Department of Education (DfE) to inform learners about the Individualised Learner Record (ILR) and how their personal information is used in the ILR. Your personal information is used by the DfE to exercise our functions under article 6(1)(e) of the UK GDPR and to meet our statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009. Our lawful basis for using your special category personal data is covered under Substantial Public Interest based in law (Article 9(2)(g)) of GDPR legislation. This processing is under Section 54 of the Further and Higher Education Act (1992).</p> <p>The ILR collects data about learners and learning undertaken. Publicly funded colleges, training organisations, local authorities, and employers (FE providers) must collect and return the data to the ESFA each year under the terms of a funding agreement, contract or grant agreement. It helps ensure that public money distributed through the ESFA is being spent in line with government targets. It is also used for education, training, employment, and well-being purposes, including research.</p> <p>We retain your ILR learner data for 20 years for operational purposes (e.g. to fund your learning and to publish official statistics). Your personal data is then retained in our research databases until you are aged 80 years so that it can be used for long-term research purposes. For more information about the ILR and the data collected, please see the ILR specification at <a href="https://www.gov.uk/government/collections/individualised-learner-record-ilr">https://www.gov.uk/government/collections/individualised-learner-record-ilr</a></p> <p>ILR data is shared with third parties where it complies with DfE data sharing procedures and where the law allows it. The DfE and the English European Social Fund (ESF) Managing Authority (or agents acting on their behalf) may contact learners to carry out research and evaluation to inform the effectiveness of training.</p>
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For more information about how your personal data is used and your individual rights, please see the DfE Personal Information Charter (<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>) and the DfE Privacy Notice (<https://www.gov.uk/government/publications/privacy-notice-for-key-stage-5-and-adult-education>).

If you would like to get in touch with us or request a copy of the personal information DfE holds about you, you can contact the DfE in the following ways:

- Using our online contact form [https://form.education.gov.uk/service/Contact the Department for Education](https://form.education.gov.uk/service/Contact_the_Department_for_Education)
- By telephoning the DfE Helpline on 0370 000 2288
- Or in writing to: Data Protection Officer, Department for Education (B2.28), 7 & 8 Wellington Place, Wellington Street, Leeds, LS1 4AW

If you are unhappy with how we have used your personal data, you can complain to the Information Commissioner's Office (ICO) at:

Wycliffe House,  
Water Lane, Wilmslow,  
Cheshire, SK9 5AF.

You can also call their helpline on 0303 123 1113 or visit <https://www.ico.org.uk>