



16-19 Bursary Fund Policy

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1. PURPOSE

The 16-19 Bursary is designed to help students facing financial barriers meet the costs that are related to their participation in sixth form studies. There are two types of bursary. The first is for students who are considered vulnerable by the Department of Education. Secondly, there are discretionary bursaries that the school can offer depending on the circumstances of individuals and their specific educational and financial needs.

WHAT IS THE BURSARY FOR?

- Lunches on school days
- Books and equipment required for the study of your courses
- Transport
- Visits and other course related costs
- University interviews and open days

WHAT IS THE BURSARY NOT FOR?

- Providing learning support. For example, counselling or mentoring
- Supporting extra-curricular activities where these are not essential to the students' study programme
- Supporting general household incomes

2. ELIGIBILITY

To be eligible to receive a bursary you (the student) must be aged under 19 on 31 August 2025. Note that the bursary is for the academic year 2025/2026 only. Students will need to demonstrate that their financial situation hasn't changed if they wish to receive bursary support in the second year of their A Level studies. You must also be a UK resident as per the terms of the ESFA funding guidance for 16-19 students.

3. APPLICATIONS

Application forms and a copy of the school's 16-19 Bursary policy can be found on the school website. Please complete and return forms electronically or by hand to Miss Marshall, Assistant Head i/c Sixth Form. Please note that there are three bands of available support and that parents/carers and students will need to provide the appropriate evidence to support their applications.

4. CONDITIONS

- You must have signed the Student Agreement.
- You must not have any unauthorised absences.
- You must not have broken any terms of the Sixth Form Student Agreement
- You must ensure that you attend all lessons. (Unless illness or other acceptable reasons prevent you from doing so)
- You must keep up to date with all of your academic work.
- You will be asked to demonstrate a continuing need from Year 12 into Year 13 if you want to receive bursary funding in Year 13.

Band	How much?	Who?	How paid?	How to apply
One	Up to £1200 per year	<p>If you are:</p> <ul style="list-style-type: none"> looked after (in care) a care leaver in receipt of income support (or Universal Credit) in your own name disabled and in receipt of both Employment Support Allowance and Disability Living Allowance (or Personal Independence Payments) 	BACS transfer monthly	<p>See the Head of Sixth Form as soon as possible in September. You will need the following evidence:</p> <ul style="list-style-type: none"> a letter from the benefits agency setting out the benefit to which you are entitled. <p>OR</p> <ul style="list-style-type: none"> Written confirmation of your current or previous looked-after status from the local authority that looks after you or provides your leaving care services.
Two	At the discretion of the SLT	<p>If you can demonstrate financial need and any of the following apply:</p> <ul style="list-style-type: none"> In receipt of Free School Meals In receipt of family means- tested benefits A carer Have a family income of less than £20,000 	At least two members of the SLT will assess each claim and authorise payments.	<p>School application form available from the school website.</p> <p>You apply for funds for specific educational purposes i.e. essential educational equipment, essential curriculum trips, school meals, costs involved in attending university open days etc.</p> <p>Proof of household income or evidence of receipt of benefits is required.</p> <p>If you are a carer, inform school.</p>
Three	At the discretion of the SLT	<ul style="list-style-type: none"> If you have a clear financial need and do not fall into Levels 1 or 2 above If you are experiencing exceptionally difficult circumstances or a sudden change in circumstances Usually, applications will be made by families with incomes of between £20-30,000 	<p>At least two members of the SLT will assess your claim and authorise payments up to the permitted maximum.</p> <p>Funding may be provided on a match-funded basis. (You pay half the cost of any single request)</p>	<p>School application form available from the school website.</p> <p>You apply for funds for specific educational purposes i.e. essential educational equipment, essential curriculum trips, school meals, costs involved in attending university open days etc.</p> <p>Proof of household income or evidence of receipt of benefits is required.</p>

Notes:

- Books and equipment will be purchased by the school on behalf of the applicant.
- Books and equipment have to be returned to the school at the end of the course, except in exceptional circumstances.
- Travel to up to five universities for open days and interviews will be funded at second class rail fare equivalent.
- The school has the right to request further information from applicants, to guard against overlaps with funding from other sources.
- If you are unhappy about the way a request for funding has been handled, you should go through the school's usual complaints procedure. The school will ensure that bursary funding processes comply with the school's Equality and Diversity Policy.

APPENDIX 1 – Application for 16-19 Bursary

Application for 16-19 Bursary

Please note that you will need to complete a form each time you need specific funding for something.

You do not have to provide evidence of your financial situation each time though, unless it is a new academic year.

Name:	
Form:	
Address:	
Date:	

Item	Details	Cost	Approved?
Equipment			
Books			
Transport			
Essential field trip/s			
University visit/s			
School meals			
Other			
	Total		

You have to provide evidence of your family's financial hardship. Please explain circumstances below and attach photocopies of any one of the following documents: letter from Department of Work and Pensions setting out the benefit you are entitled to; P60; Tax Credit Award Notice; Income Support; Employment Support Allowance; Jobseeker's Allowance; Disability Living Allowance; other means-tested benefits; proof of Universal Credit; proof of household income. (3 months of bank statements/pay slips)

Declaration: I declare that the statements made on this form are true and, to the best of my knowledge are correct in every respect. I am aware that the funding is only available in this academic year and that I must reapply next year.

Signature of student: _____ Date: _____

Signature of parent: _____ Date: _____