

16-19 Bursary Fund

Policy

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The 16 to 19 Bursary Fund provides financial support to help students overcome the specific financial barriers to participation they face so they can remain in education. The bursary fund is intended to help students with their actual costs of participating, and bursary decisions are based on students' individual circumstances and their actual financial need.

Funding is provided by the Education & Skills Funding Agency (ESFA) and administered by the School. The School carries out a financial assessment of each applicant and administers bursaries in line with the [ESFA's Bursary Fund Guide 2025/26](#)

There are 2 types of 16 to 19 bursaries:

- bursaries for students in one of the defined vulnerable groups of up to £1,200 a year; and
- discretionary bursaries which institutions award to meet individual need, using policies they set in line with the ESFA's funding rules

Defined vulnerable groups bursary are awarded to students who have a financial need and who are:

- in care
- care leavers
- receiving Income Support, or Universal Credit because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them such as a child or partner
- receiving Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right

The school conducts a financial needs assessment to confirm actual financial need and the amount of support required. Students do not automatically receive £1,200.

Discretionary bursaries are awarded by the School to help students with costs such as travel, essential books, equipment or specialist clothing (such as protective overalls, for example).

As with defined vulnerable groups bursaries, a financial needs assessment is conducted and the School bases decisions about which students receive a discretionary bursary and how much they receive on each student's individual circumstances and their actual financial need.

Students applying for a discretionary bursary should indicate on their application forms what they would like to use the bursary funding for. The School will consider requests for help with transport, books and equipment, field trips and other course-related costs, as well as the costs of attending industry placements, university interviews and open days.

Eligibility and Application Process

For all bursaries, students must be aged 16 or over but under 19 at 31 August 2025 to be eligible for help from the bursary fund in the 2025 to 2026 academic year. Students aged 19 or over are only eligible to receive a discretionary bursary if they are continuing on a study programme they began aged 16 to 18, or if they have an Education, Health, and Care Plan. Students must also meet the residency criteria in the ESFA funding regulations for post-16 provision.

Once you have applied, we will assess your application in line with the eligibility criteria set out here and will let you know if your application has been successful. If your application is successful you will be issued with an award letter/email confirming the amount and type of support you have been awarded, and setting out any payment conditions.

Students who meet the criteria for bursaries for vulnerable groups are not entitled to a bursary if they do not have financial needs and/or their financial needs are covered from other sources.

Please use the relevant form below to apply for either the vulnerable groups bursary or the discretionary bursary. All applications will be treated in strict confidence.

Your application should be submitted by **30th September 2025**. It will be reviewed by the Bursary Committee which is made up of the Deputy Principal and Sixth Form Student Services Manager. Students will be notified as soon as possible of the outcome.

The School will set aside 20% of its Discretionary Bursary allocation to accommodate changes in circumstance and to ensure that requests for funding from students received after 31 October 2025 can be considered. Students facing financial hardship at any time during the academic year should apply using the application form.

We reserve the right to withhold the bursary if students fail to meet expectations for attendance and behaviour.

The School will stop any payments where a student has been absent for a period of four continuous weeks or more (excluding holidays) and where students have decided to withdraw from a study programme.

Please note that when you apply for a bursary you are asked to confirm that the evidence you have provided is correct and complete to the best of your knowledge and belief. Supporting documentation must also be provided to establish financial need, as set out in the application form. Giving false or incomplete information that leads to incorrect/overpayment may result in future payments being stopped and any incorrectly paid funds being recovered.

You must inform the School in writing if, after you are awarded a bursary, there is any material change in your personal or financial circumstances. All information submitted by students will be treated in confidence and held securely.

Assessment Criteria

The School follows the ESFA's guidance in relation to eligibility criteria, and as part of that conducts a financial assessment of all applicant students. The evidence you will need to provide in relation to each bursary is clearly set out in the relevant application form. The School is looking to establish that you are in financial need and, in relation to the discretionary bursary, that you need specific items or services relating to your education that you would otherwise need to pay for in order to participate.

16 to 19 Bursary Fund Application: Defined Vulnerable Groups Bursary

Defined vulnerable Group Bursary: for students in financial need who are in care, care leavers, students receiving Income Support (or Universal Credit) in their own name and disabled students in receipt of both Employment Support allowance and Disability Living Allowance or Personal Independent payments.

Section A (to be completed by the student)

Students full name:		Tutor Group
Students full address in including postcode:		
Contact telephone number (mobile):		

I wish to claim support from the 16 to 19 Defined Vulnerable Group Bursary Fund, and I provide the following information as evidence of **my personal circumstances** (please tick as appropriate and attach documentary evidence)

	<i>Tick as appropriate</i>
Written LA evidence of LAC or care status, or previous looked after status.	
For students in receipt of Income Support (a copy of the award notice in their own name.)	
For students in receipt of Universal Credit who are financially supporting themselves, a copy of the award notice in their own name.	
For students in receipt of Universal Credit plus evidence of receipt of Disability Living Allowance and Personal Independence payments.	
Other relevant financial evidence relating to household income or circumstances (please specify).	
The information provided is for this purpose only and will be treated in the strictest confidence.	

I confirm that I have read the school's attached guidance and the information provided on this form is correct.

I understand that payments may be stopped if my attendance, conduct or progress is not satisfactory.	
Student signature:	Date:
Parent/Guardian Signature:	Date:

Section B (to be completed by the student)**Student Bank/Building Society Details**

To receive payments, you must have a bank account in your own name, if you do not have a bank account, you may need to open one before completing this form.

Name of Account Holder:

Name of Bank:

Branch address:

Account Number:
(please print clearly)

Sort Code:

Please note that these details will be shredded if your application is unsuccessful.

I have seen the evidence required for the full bursary:

Award approved/amount**Student notified:****Date:**..... **Administrator Signature:**