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16-19 Bursary Policy – Academic Year September 2026 to July 2027

The 16 to 19 Bursary Fund is money the government has given to local authorities, schools, colleges and other education and training providers (education institutions) to support students who need financial help to stay in education.

Bursary Eligibility
To be eligible to receive a bursary you must be aged over 16 and under 19 on 31 August 2026.
The 16 – 19 Bursary Fund is allocated annually and a statement of no change in circumstances *(where applicable)* must be applied for each academic year.

There are 2 levels of support available to pupils.

Vulnerable Bursary
A lump sum, for the academic year, for young people in one of the following defined vulnerable groups:

- **in care**
- a **care leaver**
- receiving **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

All young people applying for the vulnerable bursary will need to have their own bank account by the end of the Autumn term.

Discretionary Bursary
This is an award given to young people based on their needs and circumstances. This bursary will be paid 'in kind' to further support families and to increase capacity for teaching and learning. Examples of how this may be used are purchasing of materials for specific courses (eg walking boots), Extended School Activities, functional activities that support the adult outcome of 'Good Health'.

The discretionary award will be available for young people currently in receipt of targeted free school meals or identified via other means as a required need for financial support to access learning. This will be made to students of families in receipt of tax credits with a household income of less than £28,000.

Application Process and Evidence Requirements

All young people wishing to be considered for a bursary will need to complete an application form, which are available from school. Applications must be submitted to the school no later than **25th September 2026.** Applications received after this date may not be considered.

The school is responsible for verifying your eligibility for a bursary award, and therefore you are required to provide supporting evidence with your application form.

Vulnerable Bursary – Level 1

- Evidence setting out the benefit(s) to which the young person is entitled.
- Written confirmation of the young person's current or previous looked-after status from the local authority which looks after them or provides their leaving care service.

Discretionary Bursary – Level 2A

- Confirmation from the Local Authority that the young person is currently in receipt of free school meals.
- It may be a requirement to submit evidence to support your application.

Discretionary Bursary – Level 2B

- Submit evidence of household income e.g. the last 2 recent payslips; receipt of benefit entitlement; Tax Credit Award notification; Self Employed income notification; the 3 most recent monthly Universal Credit Statements or P60 End of Tax Year statement (April 2024).

Conditions

Any young person in receipt of a Level 1 bursary award will be expected to maintain satisfactory attendance throughout the year. A minimum attendance of 95% is expected, with no unauthorised absences during the year. In addition, all learners are expected to behave appropriately at all times within the school and when representing the school externally whilst demonstrating a commitment to their course. If a learner receiving a bursary fund award does not adhere to these requirements, the school may discontinue future payments/awards.

The application form requires all applicants to agree to these conditions.

Decisions

Meeting the criteria for a bursary does not automatically mean funding will be given, or, limited funding may be given. Young people and parents/guardians should understand that the bursary fund is a limited resource within the school. Outcomes of the applications will be decided by the 16-19 Bursary Committee.

Payment Process

Receipt of both vulnerable bursaries and discretionary bursaries are conditional. The young person needs to meet the agreed standards relating to attendance and behaviour as detailed above. Payments to young people who qualify under Level 1 will be paid in 3 termly instalments.

Appeals Process

Any appeals or complaints will be considered in line with the school's existing complaints procedure.