



16-19

Bursary Policy

Implementation Date: Sept 2020

Review date: June 2026

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The Bursary Fund is an allocated allowance for disadvantaged students identified by Department for Education criteria. Students will be supported financially to remove economic barriers to the learner.

It is not a compulsory fund and money will therefore be awarded on a discretionary basis using the Sixth Form College criteria.

1. Learner Eligibility

- A learner aged under 19 on 31 August in the academic year in which he/she starts the programme of study funded by the Education Funding Agency, will be eligible to apply for a bursary.
- Eligibility and the level of award is dependent upon the learner's personal circumstances / level of household income.
- The budget funding for bursaries is limited; learners who are eligible for support are not automatically entitled to discretionary bursaries.

2. Types of Bursaries

Vulnerable group bursaries (Stage 1)

- Children in care.
- Care leavers (restrictions apply, please refer to [16 to 19 Bursary Fund: Overview - GOV.UK](#) Students in receipt of Universal Credit (or Income Support) because they are financially supporting themselves and someone who is living with them such as a child or partner.
- Students in receipt of 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.

Discretionary bursaries (Stages 2-3)

- The College will seek to allocate discretionary bursaries to learners who are at risk of not participating in learning because of financial hardship.
- Money will be used to fully meet the guaranteed awards for students in priority group 1 followed by awards for students in priority groups 2, and 3, where this is achievable within the budget.
- Your **total** household income is one of the criteria used to assess your bursary application. If your household's total annual income exceeds £30,000, you will not be eligible for a bursary award.
- Support towards transport costs is assessed separately and is not dependent on household income.

Financial assistance is assessed based on your individual circumstances and is intended to help overcome financial barriers to learning. Applications can be made

at any time during the academic year, but a new application must be submitted each year.

3. Criteria for the allocation of bursary funding

NON-DISCRETIONARY		
Priority	Criteria	Indicative Bursary
1.	- Young people aged 16 and 17 in care or Care leavers. - Universal Credit (or Income Support) in their own right because they are financially supporting themselves and someone who is living with them such as a child or partner. - Students in receipt of Disability Living Allowance or Personal Independence Payments in their own right <u>as well as</u> Employment and Support Allowance or Universal Credit in their own right.	£1,200 per annum.
Discretionary		
2.	Students who are unable to access any other form of learner support funding and parental income, with a household income below £30K p.a. Students who are eligible for Free School Meals. Students with a parent/carer in receipt of - Jobseekers Allowance - Income-related Employment and Support Allowance - Income Support - Universal Credit - Housing Benefit - Pension Credit - Incapacity benefit - Support under Part VI of the Immigration and Asylum Act 1999	Between 25% and 100% of any additional costs incurred. Payments will be approved by post-16 leadership to determine the level of support available.
3.	Financial assistance towards transport costs may be available where travel costs present a financial barrier to attending Sixth Form. The level of support will take into account the student's distance from school, individual circumstances, actual travel costs and the availability of bursary funds.	Between 25% and 100% of any additional costs incurred. Payments will be approved by post-16 leadership to determine the level of support available. Travel costs are usual paid in half termly payments and students must maintain 95% or higher attendance. Lower

		attendance will jeopardise further payments.
No bursary is ever a guaranteed payment. Whole or part payment may be withheld if standards of attendance conduct and effort are not met.		

4. How to apply

Student applications should ideally be submitted within term 1 of each academic year.

- Complete a Bursary Application form – Bank account must be in the student's name.
- Applications must be supported by evidence of circumstances.
- Parents and students are encouraged to make early application in September, but they can apply for a bursary at any time during the academic year
- If a student feels aggrieved about how their application for a bursary was handled, they should follow the Post 16 complaints procedure, and put their complaint in writing to the Head Teacher of the College.

5. Bursary awards payment criteria

- Payments made to teaching academies or departments to cover particular course costs (e.g. sports kit)
- Purchase of essential equipment **on loan** to the student for the duration of the course (e.g. text books, which should be returned at the end of study)
- Travel costs may be considered upon application, such as a contribution towards bus/train fares and fuel. Fuel will not be paid as mileage, receipts must be provided for consideration.
- One off payments/costs will be considered but only as a contribution of between 25% - 75% of the total cost. Students will need to be prepared to pay for or contribute towards the cost of these items before they are purchased.
- To contribute to and support additional costs related to study programmes (e.g. towards the cost of excursions, materials, visits to University Open Days). Students will be required to provide receipts and complete a Bursary additional claim form. Reimbursement will be proportional, not in full.
- Attendance is monitored regularly. In order to avoid any freeze on payments, students are expected to attend 95% or higher of their timetable. Lower attendance will jeopardise payments.
- Satisfactory attendance is understood as meaning that no absence is unauthorised. A warning will be given and then a payment withheld in the event of unauthorised absence.

Discretionary bursary is never a guaranteed payment. All applications are considered and approved by a panel. Payment of all awards will be dependent upon satisfactory behaviour and attitudes as specified in the student agreement. Whole or part payment may be withheld if standards in this regard are not met.

6. Evidence required

Whatever you have declared must be backed up by evidence (photocopies accepted) in order for an assessment to be made. No action will be taken until full, satisfactory evidence has been provided.

The table below shows the evidence you will need to provide with your application form. Once you have declared and identified your benefits on the application from the 'Type of Income' that applies to you in the first column below, the 'Evidence Required' column will tell you what you need to provide.

All evidence must be current and be a complete and full copy (all pages).

Type of Income	Evidence Required	Check
Annual Salary	P60 for the previous tax year, or week 52 (last week in March) pay slip or month 12 (March) pay slip	
Self-Employment	Latest Self-Assessment and/or Accountant letter (headed paper)	
Universal Credit	Entitlement / Award letter – dated within the last 3 months	
Income Support	Entitlement / Award letter – dated within the last 3 months	
Job Seekers Allowance	Entitlement / Award letter – dated within the last 3 months	
Employment Support Allowance	Entitlement / Award letter – dated within the last 3 months	
Incapacity Benefit	Entitlement / Award letter – dated within the last 3 months	
Carer's Allowance	Entitlement / Award letter – dated within the last 3 months	
Council Tax Benefit	Entitlement / Award letter – dated within the last 3 months	
Any other benefit	Entitlement / Award letter – dated within the last 3 months	
Grants or bursaries etc.	Relevant paperwork detailing entitlement and amount paid	
Pensions	Pension statement	
Vulnerable Group Evidence	Local Authority care letter or UC/IS in student name + tenancy contract; ESA+PIP/DLA+PIP letters	
Any other income	Relevant paperwork	
Free School Meals	Confirmation letter	



Form 1 - 16 – 19 BURSARY FUND APPLICATION

(FOR ACADEMIC YEAR 2026/27)

Learner Details (Part A) – to be completed by the learner in BLOCK CAPITALS	
Surname	
First Name (s)	
Date of Birth	
Age on 31/08/2026	Years Months
Address	
Town/City	
County	
Postcode	

Do you have an Education Health and Care Plan (EHCP)	Yes	No
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Bursary Criteria

To qualify, you must:

- meet the ESFA's residency criteria
- be aged 16 or over and under 19 on 31 August in the enrolling academic year
- or
- aged 19 or over with an Education Health and Care Plan (EHCP) or aged 19 or over and continuing on a study programme which began when aged 16-18

Vulnerable Bursary Criteria

To qualify you must fall into one of the below categories and produce the required evidence as stated.

1. Are you (the student) in receipt of Income Support or Universal Credit? (evidence required - Income Support or Universal Credit Statement Letter)	Yes	No
2. Are you (the student) a care leaver or currently looked after in care? (evidence required - letter from Local Authority)	Yes	No
3. Are you a disabled student in receipt of both Employment Support Allowance or Universal Credit and Disability Living Allowance/Personal Independence Payments? (evidence required - letter from Local Authority)	Yes	No

required, award letter showing in receipt of both ESA (UC) + DLA/PIP)		
Discretionary Bursary Criteria		
Your total household income is one of the criteria used to assess your bursary application. If your household's total annual income exceeds £30,000, you will not be eligible for a bursary award. * Please note that support towards transport costs is assessed separately and is not dependent on household income.		

Please tick the box(es) to indicate the type of evidence you have provided in support of your application. Please note that we are unable to process or assess bursary applications without the required evidence, and any application submitted without appropriate evidence will be delayed or declined.

- ☐ **P60**
☐ **Income Support/Universal Credit (award letter)**
☐ **Full tax Credit Award Notice**
- ☐ **Self-employed earnings (tax return)**
☐ **Other benefits/pension (award letter)**
☐ **Wage slips for household**

Financial assistance is based on your individual circumstances and is intended to help overcome barriers to learning. Please use the table below to indicate what support you require. All information provided will be treated confidentially and used only to assess your application.

What do you need financial assistance for?

- ☐ Travel
☐ Educational Visits/Open Days
☐ Books or equipment
☐ Specialist equipment
☐ Any other assistance or exceptional circumstances

Leaving Bank or Building Society details	
Full name of Account Holder	
<i>This should be the same as it appears on your cash or debit card or statement</i>	
Name of Bank/Building Society	
Branch Address	
Sort Code	
Account Number	

Your account number may not be the same as your cash/debit card number; you can find it on a bank or building society statement. **Most account numbers are 8 digits long.** If you are unsure, your bank or building society can advise you.

Privacy Notice and Declaration (Part C)

The information you provide on this form will not be passed to any other organisation and will only be used to assess your eligibility for an award from the 16-19 Bursary Scheme.

In signing this form, you are agreeing that you have understood the Privacy notice and the conditions laid out in the Bursary Funding Statement and you are making a declaration that the information given on the form is correct and complete to the best of your knowledge and belief.

Signed	(student)	Date	
Signed	(parent/carer)	Date	

Please return to the Sixth Form Office

*OFFICE USE ONLY

Date Received	Date Processed	Signed

Bursary agreed	Yes	No	Amount agreed	£		
Priority	1	2	3	4	5	UPN
Added to payment spreadsheet						Payment request sent to Finance

Panel decision if required

Outcome of panel meeting

Date