



16 to 19 Bursary Policy

Introduction

The Government has set up a bursary fund for those studying at publicly funded schools or colleges in England aged 16 to 19. Funds from this are allocated to schools that can then award bursaries to provide financial assistance to help with Post-16 studies. If you receive a bursary, you, or Beckfoot Sixth Form can use the money to pay for things like:

- clothing, books and other equipment for your course
- transport and lunch on the days you are in school.

The 16 to 19 Bursary Fund provides financial support to help students overcome specific financial barriers to participation so they can remain in education. Qualifying students aged 16-19 on 31st August 2025 and in full-time education can apply to the School's 16 to 19 Bursary Fund.

This fund has been allocated directly to individual schools to administer.

Eligibility

Priority Group – Category 1

Students in the following groups may be entitled to a vulnerable bursary. The amount awarded will be based on individual financial need and actual costs, rather than a fixed sum. This group includes:

- Students in care (including unaccompanied asylum-seeking children)
- Care Leavers
- Students 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.
- Students receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in their own right, **as well as** Employment and Support Allowance (ESA) or Universal Credit in their own right.

The school will determine the level of bursary support based on the student's individual circumstances and evidence of costs.

Discretionary bursaries – Category 2

A secondary fund is available to support other students facing financial hardship who are not eligible for the Priority Group. Such "discretionary bursaries" are awarded to applicants in the following groups:

- The student or a sibling is in receipt of **Free School Meals**.
- The student has been eligible for **Pupil Premium** during the last five years.
- The total household income is below **£30,385** for the last full financial year (April 2024 – March 2025). Evidence of income will be required.

If you are 19 or over, you can apply for a discretionary bursary if you either:

- Are continuing a course you started aged 16 to 18 (known as being a '19+ continuer'), or
- Have an Education, Health and Care Plan (EHCP)

All applications will be considered on a case-by-case basis. Awards will be tailored to cover specific course-related costs, such as travel, equipment, or meals, and may vary from student to student.

What does the bursary cover?

The discretionary bursary can be used for course related costs such as:

- Equipment, textbooks, revision guides and stationery.
- Educational courses or trips associated with subjects being studied.
- Contributions towards travel costs to and from school in the form of purchase of a monthly bus pass.
- Assistance with costs to university open days (normally up to two) and interviews.
- Contributions towards meals taken whilst in school.
- UCAS application fee

Support may be provided in different ways, including:

- Items or services purchased directly by the school.
- Reimbursement of costs (with receipts provided).
- Direct payment to the student where appropriate.

Students should not purchase items in advance expecting automatic reimbursement. All requests must be agreed in advance with the Head of Sixth Form.

Receipts for all items purchased, including Monthly Bus Passes, must be provided in order for a reimbursement to be made.

The Application Process

Year 12 students can apply for the 16-19 Bursary when they start Year 12 in September 2025, and application forms can be obtained from the Sixth Form Office. All applications must be made in writing, and along with supporting financial documentation, should be submitted to the Sixth Form Office where they will be treated in the strictest confidence.

Year 13 students who were in receipt of the 16-19 Bursary in Year 12 do not need to submit a full application in Year 13, however they must complete a Self-declaration which states that their household circumstances have not changed considerably since their initial application.

Before sending in an application form, please check to make sure that you have completed all the sections relevant to your circumstances and that you have enclosed copies of the relevant evidence to support your claim. If you have not, your application will be returned to you and, there will be a delay in any potential Bursary payment being made. Details of the evidence required can be found in the relevant sections of the application form.

All applications will be assessed initially by the Beckfoot Sixth Form and then Beckfoot Trust Finance teams, and decisions will be made based on the criteria set out above. Applicants will be informed in writing of the outcome upon complete assessment of their application.

Deadlines for applications

There is no set deadline for receipt of applications, however please note, any Bursary funds will only be available from the date of the award. **We will not be able to make retrospective payments**, therefore, we would urge you to apply as soon as possible so we can begin to determine the level of any allocation.

Should students have a significant change in financial circumstances, they are encouraged to reapply for the Bursary if they were previously unsuccessful, at which point their new circumstances will be considered.

Payment and Conditions of Bursary

Awards will be based on individual need and the actual costs a student faces to participate in education. The amount and method of payment will vary from student to student.

Vulnerable Bursary (Category 1)

Payments will be made to meet the specific costs identified for each student (for example, travel, equipment, or meals). The total award will not be a fixed amount but will reflect the evidence provided.

Discretionary Bursary (Category 2)

Support may be provided through:

- Direct payments to the student's bank account.
- Reimbursements for agreed costs (with receipts provided).
- In-kind support such as travel passes, books, or equipment purchased by the school.

All bursary allocations will be subject to periodic reviews of:

- Attendance (expected to be above 90%).
- Punctuality.
- Attitude to Learning.

Adjustments may be made to future allocations if concerns are identified.

PAYMENTS WILL BE MADE BY BACS (Bank Transfer) DIRECT TO THE STUDENT'S OWN BANK ACCOUNT.

Reduced or withdrawn payments

Beckfoot Sixth Form has the right to reduce or withdraw payments from students who: have an attendance which falls below 90%; display unacceptable behaviour; or do not complete work in and out of lessons to a satisfactory level. Students will be given warning should they be at risk of having their payments reduced or withdrawn.

Decisions in this regard will be made by the Head of Sixth Form.

Appeals/Complaints Procedure

If you feel that your case has not been given fair consideration, there is a right to appeal against the decision. This must be in writing, setting out the reasons why you wish to appeal against the decision and submitting it to the Head of Sixth Form, Dr Wright. The final decision rests with the Headteacher, Mr. Wade.

Further Information

Further information can be found by contacting Glenn Wright gwright01@beckfoot.org or by consulting the following website [16 to 19 Bursary Fund guide: 2025 to 2026 - GOV.UK](#)

Glenn Wright

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