

16-19 Bursary Fund Policy

Introduction

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.

There are 2 types of 16 to 19 bursaries:

- bursaries for defined vulnerable groups
- discretionary bursaries that institutions award using policies they set, in line with these funding rules

Bursary funding is to help eligible students with costs such as travel to and from school or college or buying essential books, equipment or specialist clothing (such as protective overalls, for example) that are required for their study programme. These are items the student would otherwise need to pay for to participate.

The Bursary Fund is not intended to provide learning support – services that you give to students, for example, counselling or mentoring – or to support extra-curricular or non-compulsory activities that are not essential to the students' study programme or to provide living costs support.

Eligibility

To be eligible to receive a bursary in the 2026/27 academic year a student must be aged under 19 at the start of the academic year in which they start a programme of study. i.e. 31st August 2027. If they turn 19 during the course of the programme students can continue to be supported until the end of the academic year, or to the end of the programme of study, whichever is the sooner. To be eligible for the maximum payment of £1,200 students must provide the following evidence:

- Students in receipt of Income Support or Universal Credit in their own name and disabled young people in receipt of both Employment Support Allowance and Disability Living Allowance (or Personal Independent payments) – * a current letter setting out the benefit to which the student is entitled to.
- For those students who are in care, looked after in care or care leavers – * written confirmation of the students current or previous looked after status from the local authority which looks after the student or provides their leaving care services. (this must be an official document from the local authority – i.e. an email or letter that is current).

Other students may be eligible for a smaller bursary; we will endeavour to target our bursary awards towards students facing financial barriers to continuing with their education. The amount that will be paid will be dependent on the number of applications for assistance received and the size of the bursary fund allocated to the school by the government. Parents / Carers will be requested to supply current documentation e.g. indicating entitlement to Income Support, Tax Credits or a P60 for the previous year as proof of income and / or earnings. Students currently or previously in receipt of free school meals are not automatically entitled to receive a bursary, but this may be considered. *All supporting documentation must be current or dated within the last year to continue to receive a bursary all students must satisfy the following conditions:

- The student must not have unauthorised and unexplained absence or lateness to school or lessons
- The student must have always over 95% attendance and punctuality
- The student must be up to date with all subject work and hand in all coursework on time

- The student must always show the required commitment to their studies
- The student must sit all their examinations

Changes in circumstances during the Academic Year

A small contingency will be retained so that some support can be made available in the event of a sudden deterioration in the financial circumstances of a student. Likewise, payments may be adjusted to take account of improvements in a student's circumstances.

Application

Those wishing to apply for a bursary must complete the application form. Further copies will be available from the sixth form office. Applications must be submitted no later than Friday 30th October 2026. (If your circumstances deteriorate during the academic year, you should speak to the Head of Sixth Form).

Decisions

All applications will be considered and assessed by the Leadership Team. The parent/carer will be notified of the decision, and an indication of the amount, if applicable, within 21 days of receipt of the application. You have the right to appeal and/or complain to the Principal if you feel that your case has not been given fair consideration. This must be in writing and be received by the school within 10 working days of the date of notification. The final decision rests with the Principal.

Queries

Any queries relating to an application should be made to Miss McWilliams in the first instance.
Email: sixthform@sedgehillacademy.org.uk

